**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 13 July 2022**

**Members**

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

**Non-Members in attendance**

|  |  |  |
| --- | --- | --- |
| Clive Ansell | Interim Executive Director Student Services | Present |
| Susanne Datta | Executive Director Human Resources & Organisational Development | Present |
| Michael Gainlall  Magdalena Johnson | Vice Principal Finance & Operations  Vice Principal Student Achievement & Progress | Present  Present |
| Robin Jones | Clerk to the Corporation | Present |
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**1** **MEMBERSHIP OF THE CORPORATION – SUPPORT STAFF MEMBER**

The Corporation NOTED that Karen Flanagan was the new Support Staff Member as from 1 June 2022 for a period of 4 years.

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

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

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

* that Sohidul Hoque had resigned from membership of the Corporation as from 31 July 2022 due to moving away from London
* that Simon Mayfield had resigned from membership of the Corporation as from 31 October 2022 (actual date to be confirmed nearer the time) due to moving to a role with a new employer which would reduce his availability considerably
* that the Governance & Search Committee had addressed the vacancies for Independent Members at the meeting on 23 June 2022 – see item 22 below.

**3 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:

* Sohidul Hoque and Paddy Salter given their work related commitments
* Joanne Dean who was unwell
* Julianne Marriott who had other commitments.

The Corporation also NOTED that the 2 Student Members were absent on this occasion. Apologies for absence had not been submitted although it was appreciated that the term had now ended and, in all likelihood, they were away.

**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 30 MARCH 2022**

The Minutes of the meeting of the Corporation held on 30 March 2022 were agreed to be a correct record subject to the amendment of the attendance list to make clear that Miklos Sarosi was now an Independent Member.

Staff Member Fiona Clarke took the opportunity to question the point previously made with regard to the availability of the Curriculum SAR for her own area in College.

**6 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 30 MARCH 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.

**7 CORPORATION DECISION TRACKER**

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

* Governance Self-Assessment – addressed at the meeting of the Governance & Search Committee on 23 June 2022
* Quality Strategy – addition of the requested flowchart
* Code of Good Governance – addressed at the meeting of the Governance & Search Committee on 23 June 2022
* Black Further Education Leadership Group – College KPIs updated appropriately

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

**8 PRESENTATION – STRATEGIC PLAN**

The Principal & Chief Executive gave a presentation on the approach to developing the new College Strategic Plan for the three year period starting on 1 August 2022. Prior to the meeting Members had received via email a comprehensive update so as to prepare for the discussion.

It was recalled that the Corporation had held a Special Meeting on 19 January 2022 primarily to start the process of preparing the Strategic Plan when there had been much discussion on the Mission Statement, Vision Statement and the Strategic Objectives. Prior to this there had been discussion on the approach for preparing this key document as part of the Corporation’s Planning & Development Session in November 2021.

The Corporation was interested to hear how the Executive went about engaging with staff and students so that they were involved in the process.

It was appreciated that there were far more proposed Strategic Objectives than had been the case in 2019 when the current Strategic Plan was prepared. The view was that all had merit and should be included in the new document.

The Principal & Chief Executive invited Members to comment on the draft as presented which they did covering such aspects as the need to value and develop the staff of the College and the extent that NewVIc had control of its own destiny given current and future, as yet unknown, Government policy.

During the discussion it was explained in response to a question from a Member that the Estates Strategy was being prepared to take forward the proposed building project and this would be presented to the Corporation as soon as possible.

The Corporation agreed following a wide ranging discussion:

1. To welcome the approach leading to the production of the updated College Strategic Plan
2. To APPROVE the Mission Statement, Vision Statement and Strategic Objectives as presented and discussed during the meeting
3. To note that the final Key Performance Indicators to support the new Strategic Plan would be refined including with the benefit of discussion by the Curriculum, Quality & Engagement Committee and the Finance & Resources Committee and with the opportunity to adjust in the light of actual performance
4. That the Strategic Plan and in particular the Strategic Objectives would benefit from review after 12 months and this would be arranged.

**9 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 beginning of evidence to the House of Commons Select Committee on the Inquiry into the future of post 16 qualifications
* The provisions of the Skills and Post 16 Education Act which had received the Royal Assent in April 2022
* The Levelling up the United Kingdom White Paper
* The Sustainability and Climate Change Strategy launched by the Secretary of State for Education in April 2022
* The review by the Office for National Statistics (ONS) on the position with regard to colleges and, specifically, if they should be returned to the public sector
* The national discussions relating to staff pay
* The role of Ofsted in seeking to ensure that colleges are meeting local needs
* The announcement by the Department for Education that the 2022 results would be published in School and College Performance Tables – a decision that has been criticised given the differing impact of COVID
* The decision by the Department for Education not to carry out the FE Choices Learner Satisfaction Survey in its current form

The report concluded with a number of “good news” stories relating to NewVIc.

A Member asked about the College’s approach to sustainability and it was confirmed that a NewVIc specific strategy was in draft form and would be presented to an early meeting of the Finance & Resources Committee following consideration by the New Build Group in the context of the planned major project on the College site.

The Principal & Chief Executive took the opportunity to comment on the COVID situation. Given the current position the College proposed to stop maintaining the COVID specific Risk Assessment although it would be reintroduced if there was a significant shift in the numbers with the virus.

In response to a question from a Member it was explained that the trigger point for COVID related action would be Government pronouncements, advice from the AoC and SFCA and, of course, the position within the London Borough of Newham.

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 including the position with regard to COVID
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 including the outcome of the review by the Office for National Statistics on the future status of colleges

**10 SKILLS AND POST 16 EDUCATION ACT**

The Corporation noted the provisions of the Skills and Post 16 Education Act as circulated to Members via email on 29 March 2022 and summarised in the report of the Principal & Chief Executive – item 9 above.

**11 FINANCE & RESOURCES COMMITTEE – 29 JUNE 2022**

The Corporation received and noted the Minutes of the meeting of the Finance & Resources Committee held on 29 June 2022.

The Chair of the Committee highlighted the issues on which the Committee had focussed on at this meeting:

* the strong financial position as set out in the Management Accounts
* the Annual Income & Expenditure Budget for 2022/23 and the Financial Plan for 2023/24
* Estates related matters
* Aspects of the Quality Improvement Plan (QIP) of direct interest to the Finance & Resources Committee such as the IT Strategy would in future be a standing item on the Agendas for the Committee

The Committee had also addressed a number of other issues at the most recent meeting as set out in the Minutes:

* Staff Survey
* Key Performance Indicators appropriate to the Finance & Resources Committee
* ESFA Finance Dashboard
* Financial Regulations
* Purchase of Computers
* Fees Policy – 2022/23
* Health & Safety – Update
* Governance Review
* Terms of Reference of the Finance & Resources Committee

**12 ANNUAL INCOME AND EXPENDITURE BUDGET 2022/23 AND FINANCIAL PLAN 2023/24**

The Corporation received the proposed Income & Expenditure Budget for 2022/23 and the Financial Plan for 2023/24 as considered by the Finance & Resources Committee on 29 June 2022.

The Vice Principal Finance & Operations highlighted the key issues associated with the Annual Budget and the Financial Plan including:

* The significant growth in student numbers and as a result the increase in funding over the last three years
* Pay costs had increased significantly over the period but for good reason so as to deliver the course offer and support students
* Provision had been made for an increase in pay in 2022/23 although at present there was not a recommendation to consider as the SFCA and unions continued discussions
* The College was required by national policy to provide students with 40 more hours during the year and this had cost implications
* The increase in student numbers had a direct impact on non pay costs such as examination fees
* The cost of energy and other costs would increase significantly during the year and the impact would need to be carefully tracked
* The current projections kept NewVIc with outstanding financial health based on the ESFA criteria

Members were invited to seek clarification of any aspects of the proposed Annual Budget and the Financial Plan that they wished and this prompted a discussion on pay costs and the affordability of the possible recommended pay award for 2022 given the increases in living costs faced by all. Another consideration was the view of the FE Commissioner that pay costs for a sixth form college should be no more than 70% of income. The current projection for NewVIc in 2022/23 was 68.9%. This would be reviewed in the light of the national pay discussions and the final recommendations.

The Corporation agreed following discussion:

1. To APPROVE the Income & Expenditure Budget for 2022/23 and the Financial Plan for 2023/24 as recommended by the Finance & Resources Committee on 29 June 2022
2. In approving the Budget and the Financial Plan to note the basis for the recommendations including the increase in pay and non pay costs and the requirement to provide 40 more hours (known as Guided Learning Hours) to students which had cost implications
3. To look forward to hearing the outcome of the discussions between the SFCA and the unions on the pay award for 2022 and the implications for NewVIc.

**13 STAFF SURVEY**

The Corporation received a report on the outcomes from the recent Staff Survey as presented to and discussed by the Finance & Resources Committee on 29 June 2022.

On this occasion the report was outlined by the Executive Director of Human Resources & Organisational Development who had not been available when the Finance & Resources Committee had met.

The key issues highlighted during the presentation of the report and subsequent discussion included the following:

* The Staff Survey had been carried out through QDP, an independent research organisation, used by many in the FE sector
* The College had in the past participated in the York Survey which involved less colleges for comparison purposes than was possible via QDP
* The main outcomes from the discussions on the Staff Survey at CMT on 8 June and the Staff Forum on 15 June 2022 as summarised in Appendix A to the report.

Examples of the proposed actions in response to the Staff Survey were noted to include:

* The speed of recruitment to fill vacancies
* Carrying out exit interviews to determine why staff leave the College and what could be done to reduce turnover
* More focused training and development opportunities for staff
* Arrangements for the safeguarding and wellbeing of staff

In response to a question from a Member, it was confirmed that long service recognition was on the agenda to explore.

The Corporation agreed following discussion to NOTE:

1. The report on the Staff Survey as presented by the Executive Director Human Resources & Organisational Development
2. That updates on the progress against the Action Plan would be presented to future meetings of the Finance & Resources Committee (November, March and June) and the Corporation would be made aware of progress via the Minutes of the Committee.

**14 AUDIT & RISK COMMITTEE – 22 JUNE 2022**

The Corporation received and noted the Minutes of the meeting of the Audit & Risk Committee held on 22 June 2022.

The Chair of the Committee highlighted the issues on which the Committee had focussed on at this meeting:

* Audit Code of Practice – the update to the ESFA document
* Audit & Risk Committee Terms of Reference
* Risk Management Policy and Risk Appetite Statement
* Risk Register
* Financial Statements Auditors – External Audit Strategy
* Internal Audit Reports including the Annual Plan for 2022/23
* Development and Training of Members of the Audit & Risk Committee
* Proposed appointment of a Co-opted Member to join the Audit & Risk Committee
* Governance Review

The three issues requiring the specific attention of the Corporation are addressed immediately below and, in the case of the Terms of Reference, in item 30.

**15 AUDIT & RISK COMMITTEE – APPOINTMENT OF A CO-OPTED MEMBER**

The Corporation APPROVED the recommendation of the Audit & Risk Committee that Simon Mayfield be appointed as a Co-opted Member of the Committee as from 1 November 2022 for a period of 4 years.

**16 INTERNAL AUDIT ANNUAL PLAN – 2022/23**

The Corporation received the Internal Audit Plan for 2022/23 and APPROVED the recommendation of the Audit & Risk Committee that the following areas be reviewed by the Internal Auditors over the next year:

* Risk Management
* Business Planning – Curriculum
* Environment and Social Responsibilities
* Procurement
* Follow-up of previous recommendations

**17 RISK STRATEGY AND RISK APPETITE**

The Corporation received a report setting out the proposed update to the Risk Management Policy and the suggested introduction of a Risk Appetite Statement based on the UK Government’s Orange Book.

The Corporation agreed to APPROVE the following on the recommendation of the Audit & Risk Committee:

1. The Risk Management Policy for the three year period 1 August 2022 to 31 July 2025
2. The Risk Appetite Statement to inform discussions within the College and Corporation on the boundaries and the basis for preparing the Risk Register.

A Member asked about the approach to identifying and assessing the risks associated with the planned major building project. It was explained that a separate Risk Register would be prepared in due course and this would be tracked by the New Build Task & Finish Group on behalf of the Corporation. The first step, however, was to present to an early meeting of the Corporation the Estates Strategy so that Members could discuss and approve the proposed way forward in terms of the nature of the development and the estimated costs.

**18 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – 16 JUNE 2022**

The Corporation received and noted the working draft of the Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 16 June 2022.

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

* Safeguarding Update and the proposed Safeguarding Policy for 2022/23 – see item 21 below
* Ready to Learn Policy which was thought by Members to be an excellent document
* Careers Strategy
* Curriculum Plan – see item 19 below
* Courses causing concern and that appropriate action plans had been put in place to try to bring about improvements

In addition the Committee had also addressed the following issues:

* Students’ Union Constitution
* Learner Surveys
* Key Performance Indicators appropriate to the Curriculum, Quality & Engagement Committee
* Quality Improvement Plan
* Lesson Observations
* Destination Data
* Governance Review
* Curriculum, Quality & Engagement Committee – Terms of Reference
* Membership of the Curriculum, Quality & Engagement Committee

**19 CURRICULUM PLAN**

The Corporation received the report of the Vice Principal Student Achievement & Progress which provided an overview of the College’s approach to the preparation of the Curriculum Plan.

The key issues relating to the Curriculum Plan were highlighted:

* The identification of the provision types, qualification types and the levels that the College aims to deliver ie the curriculum intent
* The annual approach to the preparation of the Curriculum Plan when the College addresses the national and local priorities, the changing requirements of the awarding bodies and the local employment market and opportunities
* The commitment to review the Curriculum Plan to seek to ensure that the College meets the needs, ambitions and priorities of stakeholders as well as the ever changing requirements of the Central Government
* The planned implementation of the curriculum offer at the College level
* The use of the College Self-Assessment Report and the Quality Improvement Plan to monitor the impact of the Curriculum Plan

It was also explained that the Curriculum Plan provided guidance on the process of course implementation and, when needed, course closures.

The Curriculum Plan had been prepared with regard to the roll out of the T Levels.

The Corporation agreed to NOTE:

1. The report on the College’s Curriculum Plan
2. That the Curriculum, Quality & Engagement Committee had reviewed the approach to the development of the Curriculum Plan at the meeting held on 16 June 2022
3. That updates on the Curriculum Plan would continue to be presented to future meetings of the Curriculum, Quality and Engagement Committee and key issues would be drawn to the attention of the Corporation via the Minutes of the Committee.

**20 INTERIM EXECUTIVE DIRECTOR STUDENT SERVICES**

The Chair, on behalf of the Corporation, welcomed Clive Ansell to the meeting as the Interim Executive Director Student Services who was present to introduce the Safeguarding Policy.

**21 SAFEGUARDING POLICY – 2022/23**

The Corporation received the proposed Safeguarding Policy for 2022/23 as presented to and discussed by the Curriculum, Quality & Engagement Committee on 16 June 2022.

The particular attention of the Corporation was drawn to fact that on this occasion the Government had published the Keeping Children Safe in Education (KCSiE) document much earlier than last year which meant that the Safeguarding Policy as presented incorporated the key themes including the need to have an appropriate adult present during a police investigation. This was prompted, it was thought, by the Child Q case involving the Metropolitan Police and the student at a Hackney school.

It was recalled that a comprehensive presentation on Safeguarding was given to the Corporation in October 2021 and further updates would be provided as and when appropriate including for newly appointed Members of the Corporation. The importance of training was stressed in paragraph 81 of the KCSiE document and this was highlighted to the Corporation when presenting the Safeguarding Policy.

The Corporation agreed:

1. to APPROVE the Safeguarding Policy for 2022/23
2. to note that updates on the College’s Safeguarding arrangements would continue to be presented to the termly meetings of the Curriculum, Quality & Engagement Committee
3. to look forward to receiving further training and other briefings on Safeguarding and related matters

**22 GOVERNANCE & SEARCH COMMITTEE – 23 JUNE 2022**

The Corporation received and noted the Minutes of the meeting of the Governance & Search Committee held on 23 June 2022.

It was explained that a number of issues required the attention of the Corporation with the benefit of recommendations by the Committee – see items below.

In addition to the items covered by specific recommendations, the Committee had reviewed the membership of the Corporation in the light of known and anticipated vacancies. As a result the AoC would be engaged to support the College in identifying potential new Members from the Finance and IT / Technology / Employer backgrounds. This would involve the launch of a micro site with a closing date of 18 September 2022. Interviews of shortlisted candidates would then be arranged so that, it at all possible, new Members could attend the meeting of the Corporation scheduled for 12 October 2022.

The search for a suitably qualified and experienced person from the Secondary School sector would be progressed via the Principal & Chief Executive’s network.

**23 CODE OF GOOD GOVERNANCE**

The Corporation APPROVED the adoption of the AoC Code of Good Governance as recommended by the Governance & Search Committee.

**24 CORPORATION STANDING ORDERS**

The Corporation APPROVED the adoption of the updated Corporation Standing Orders as from 1 August 2022 which incorporate the Code of Conduct for Corporation Members published by Eversheds Sutherland as recommended by the Governance & Search Committee.

**25 GOVERNANCE SELF-ASSESSMENT ARRANGEMENTS**

The Corporation APPROVED the approach suggested by the Governance & Search Committee for the conduct of the Governance Self-Assessment process which would involve all Members having the opportunity to complete a questionnaire with a summary of the responses being presented to the Corporation Planning & Development Session on 19 November 2022 for the adoption of an Action Plan.

**26 EXTERNAL REVIEWS OF GOVERNANCE**

The Corporation APPROVED the recommendation of the Governance & Search Committee that the first external review of governance does not take place before June 2023 at the earliest and probably in 2023/24 so that NewVIc may learn from the experience of others and identify the best possible available individual or organisation to undertake the review.

**27 CORPORATION AND COMMITTEE CALENDAR OF MEETINGS – 2022/23**

The Corporation APPROVED the Corporation and Committee Calendar of Meetings for 2022/23 on the recommendation of the Governance & Search Committee.

*Note: Julia Shelton left the meeting due to another commitment – the meeting remained quorate*

**28 CLERK TO THE CORPORATION – DESIGNATION**

The Corporation APPROVED the recommendation of the Governance & Search Committee that when the post of Clerk to the Corporation becomes vacant the designation becomes Head of Governance for the purposes of the recruitment campaign leading to a new appointment.

**29 E GOVERNANCE**

The Corporation APPROVED the recommendation of the Governance & Search Committee that Google Docs continue to the basis of the e governance arrangements for NewVIc subject to the provision of a briefing or training for Members on how to maximise the benefits of the system.

**30 COMMITTEE TERMS OF REFERENCE – UPDATE FOR 2022/23**

The Corporation APPROVED the updates to the Terms of Reference of the following Committees for the period commencing on 1 August 2022:

1. Audit & Risk Committee
2. Curriculum, Quality & Engagement Committee
3. Finance & Resources Committee
4. Governance & Search Committee

**31 WRITTEN RESOLUTION**

The Corporation noted that since the meeting on 30 March 2022 the following Written Resolutions had been circulated and approved

* Student Members on the Corporation – period of office to be 1 August to 31 July on the recommendation of the Governance & Search Committee
* Use of the Growth Fund Allocation in 2021/22 – Senior Post Holders – circulated to Independent and Parent Members only given the subject matter.

**32 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.

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

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

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

The Corporation NOTED that the Student Members for 2022/23 are Jadyn Benneh and Hannah Hajwane.

**34 APPOINTMENT OF THE CHAIR OF THE CORPORATION AS FROM 1 AUGUST 2022**

Given the subject matter Martin Rosner stood down from the Chair for this item.

The Clerk explained the arrangements for the appointment of the Chair of the Corporation for the 2 year period commencing 1 August 2022.

Members had been invited by the Clerk via email to make known nominations for the role of Chair and only one name had been put forward – Martin Rosner.

Graham Willson proposed and Jane Lofthouse seconded the nomination of Martin Rosner as Chair of the Corporation for the 2 years as from 1 August 2022.

This proposal was APPROVED unanimously and Martin Rosner returned to the Chair for the remainder of the meeting.

**35 CALENDAR OF MEETINGS – 2022/23**

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

* Wednesday 12 October 2022
* 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.

**36 CONFIDENTIAL ITEM OF BUSINESS**

At this point the Staff Members as well as the members of the Executive, including the Principal & Chief Executive, withdrew from the meeting leaving only the Independent and Parent Members with the Clerk in attendance.

The Minutes covering the item addressed will be regarded as being confidential until agreed otherwise by the Corporation.

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