**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 30 March 2022**

**Members**

|  |  |  |
| --- | --- | --- |
| 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  | Absent  |
| Kofo Ladele | Independent Member  | Apologies – work commitments  |
| Jane Lofthouse | Independent Member | Present  |
| Ebby Maps | Parent Member  | Present  |
| Julianne Marriott  | Independent Member | Present  |
| Simon Mayfield  | Independent Member  | Present  |
| Yvonne Odai | Student Member | Present |
| Aaliyah Patel | Student Member  | Present  |
| 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**

|  |  |  |
| --- | --- | --- |
| Carina Ancell | Curriculum Team Leader for Extended Studies  | Present  |
| Susanne Datta  | Head of Human Resources  | 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** **MEMBERSHIP OF THE CORPORATION – STUDENT MEMBER**

The Corporation NOTED that Hafsa Naeem had resigned from membership of the Corporation and Aaliyah Patel had replaced her as from 14 March 2022 as one of the 2 Student Members.

The Chair of the Corporation, on behalf of all Members, welcomed Aaliyah to the meeting.

**2 APOLOGIES FOR ABSENCE**

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

Two Members had advised the Clerk that they were unable to attend and the apologies for absence were accepted from Kofo Ladele and Paddy Salter given their work related commitments.

**3 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.

**4**  **MINUTES OF THE MEETING OF THE CORPORATION HELD ON 15 DECEMBER 2022**

The Minutes of the meeting of the Corporation held on 15 December 2021 were agreed to be a correct record subject to the correction of one typo in item 19 – the word was amended to read “shock”.

**5 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 15 DECEMBER 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.

The Chair of the Corporation took the opportunity to raise one point relating to the College Self-Assessment Report (item 19 of the Minutes). It had been reported on 15 December 2021 that the Teaching Staff Member had advised that she had not been allowed to see the SAR for her own Curriculum Area even though she had asked. On checking the position following the meeting it had been established that the Curriculum Area SAR had in fact been available. The Chair concluded his remarks by confirming that the College SAR and the local SARs (Curriculum Areas and Support Areas) were important documents for the College. It was essential, therefore, that College continued its practice of consulting staff on the SARs.

*Note: Laura DeVos and Mandeep Sahotay joined the meeting at this point*

**6 CORPORATION DECISION TRACKER**

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

* Notification of receipt of in-year funding from the ESFA – addressed at the meeting of the Finance & Resources Committee on 9 March 2022 and detailed in the Minutes presented to the Corporation
* Staff Survey and Morale – addressed at the meeting of the Finance & Resources Committee on 9 March 2022 and detailed in the Minutes presented to the Corporation
* Adult provision – addressed via the new Strategic Plan
* Financial Regulations – addressed at the meeting of the Finance & Resources Committee on 9 March 2022 and detailed in the Minutes presented to the Corporation

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

**7**  **MINUTES OF THE SPECIAL MEETING OF THE CORPORATION HELD ON 19 JANUARY 2022**

The Minutes of the meeting of the Corporation held on 19 January 2022 were agreed to be a correct record.

**8 MATTERS ARISING FROM THE MINUTES OF THE SPECIAL MEETING OF THE CORPORATION HELD ON 19 JANUARY 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.

**9 AGENDA – RUNNING ORDER OF ITEMS**

The Chair of the Corporation proposed and Members agreed to vary the order of business set out in the published Agenda given the availability of Members.

This was appropriate as the Principal & Chief Executive needed to step out from the meeting for a short while given an urgent issue that needed to be addressed. The meeting remained quorate throughout.

The Minutes reflect the order that items were addressed on this occasion.

*Note: Ebby Maps joined the meeting during the discussion of the Report of the Principal & Chief Executive*

**10 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 publication by Ofsted of the updated FE and Skills Inspection Handbook
* The changes to examinations, assessments, grading and performance tables for the current academic session
* The difficulties in recruiting all types of staff in Further Education – teaching and support roles – and the publication by the AoC of a report on College staffing issues
* The changes to funding and the requirement to deliver a further 40 hours of study for full-time students with colleges having some flexibility in how this is achieved
* The publication of the Levelling Up White Paper and the outcome of the independent review of the ESFA
* The consultation on Level 2 and below qualification reform – closes 27 April 2022
* The publication on 15 March 2022 of the Newham Joint Area SEND Inspection Report which related to the joint Ofsted and Care Quality Commission inspection conducted in December 2022

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

As the COVID situation continued to be fluid the Principal & Chief Executive provided an update at the meeting. It was explained that the Government had provided specific guidance of the arrangements for schools and colleges as from April 2022. For NewVIc there has been a recent increase in the number of staff absences due to COVID – currently there were 11 such absences. This should be viewed in the context of the COVID rate within the London Borough of Newham which was understood to be 1 in 15 of the population.

Members noted with interest that, although the College still had a stock of COVID test kits, there had been an instruction not to distribute these in case there was a future outbreak of the pandemic and they were needed then.

The staff recruitment difficulties particularly in engineering and construction but impacting on the College as a whole were discussed. It was stressed that this was a sector wide problem. The College had now engaged a media company to target potential new members of staff. There were also opportunities to use social media such as Linkedin and a Member offered to use her own contacts to repost job opportunities at NewVIc.

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
2. to welcome the various good news items relating to the College including the tremendous success of the sports teams and to pass on the congratulations of Members to all those involved
3. to look forward to receiving further updates in the light of national and local developments

**11 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – 17 MARCH 2022**

The Corporation received and noted the working draft of the Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 17 March 2022.

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

* Student Report which described a range of issues where the students had engaged in the life of the College including security related matters and the appointment by the College of 4 Youth Workers which the students had agreed was a good initiative
* Key Performance Indicators appropriate to the Curriculum, Quality & Engagement Committee
* 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:

* Membership of the Curriculum, Quality & Engagement Committee
* Strategic Plan – 2022 to 2025
* Safeguarding Update
* Actions taken to improve vocational outcomes
* Quality Improvement Plan

The attention of the Corporation was drawn to preparations now underway to update the College Safeguarding Policy for 2022/23 which would address, amongst other aspects, the issues arising from the recent report on Child Q. This would be an item for the Corporation on 13 July 2022 following consideration by the Curriculum, Quality & Engagement Committee on 16 June 2022.

**12 PRESENTATION – SUPPORTING HIGH ACHIEVERS**

The Corporation received a presentation by the Vice Principal Student Achievement & Progress and the Curriculum Team Leader for Extended Studies on the theme of supporting high achievers.

The presentation covered:

* The approach to identifying and supporting high achievers – they are identified at the enrolment stage and throughout the year
* Progression data including the numbers who received offers from Oxbridge and Russell Group universities including the increase in 2021 from 2019 (most recently 205 offers - was 132 in 2019)
* The academic extension programmes in place in Humanities, English and Social Sciences and STEM

Members took the opportunity to ask questions and to comment throughout the presentation.

The points covered during the discussion included:

* What happens to the students when they progress to university? Low drop out rate and NewVIc keeping in touch with the students during the time the students are in higher education
* Invitations for past students to return to College to talk to current students about their experience
* NewVIc has an alumni database – students are encouraged to join and a number of case studies are included on the College website – intention is to increase the number of videos available online for viewing by students (actual and potential) and parents
* Ongoing reviews of the College approach to supporting high achievers with students having the opportunity to provide feedback
* How can other areas of the College be covered – ongoing consideration

Finally it was asked how Members of the Corporation could support the approach. One way was to take sessions given professional areas of expertise and encourage others to do so.

The Corporation agreed to thank the Vice Principal Student Achievement & Progress and the Curriculum Team Leader for Extended Studies for such an interesting, informative and indeed excellent presentation on the theme of supporting high achievers.

*Note: Carina Ancell left the meeting*

**13 PRESENTATION – CAREERS EDUCATION**

The Corporation received a presentation from the Vice Principal Finance & Operations relating to Careers Education, Information, Advice and Guidance (CEIAG).

The context and drivers for CEIAG were explained including the College Careers Strategy which was scheduled to be updated for 2022/23 onwards.

The presentation focused on the following aspects:

* Vision and intent – the core vision was to deliver an outstanding and impactful approach to careers
* NewVIc’s approach to CEIAG which linked the College’s framework of explore, develop and apply with the CDI Careers Framework and the Gatsby Benchmarks
* An explanation of how the various elements come together
* Implementation and partnership working which includes parents and carers and external partners
* NewVIc’s Careers Programmes which start at the pre-entry stage for students
* Leadership and impact with the KPI measures of student outcomes in terms of achievements and destinations

The importance of collating and analysing destination data was acknowledged.

A Member asked if the students had a view on the College’s careers provision and it was explained that there was an expectation of increased levels of support as students returned to College on a full-rime basis following the disruptive impact of the pandemic.

The Corporation agreed following discussion:

1. To thank the Vice Principal Finance & Operations for the presentation on Careers Education, Information, Advice and Guidance (CEIAG)
2. To note that the College Careers Strategy was due to be reviewed and updated during the Summer Term in readiness for 2022/23 and beyond building on what is now in place and that a report on student destinations was scheduled to be presented to the Curriculum, Quality & Engagement Committee on 16 June 2022

*Note: Yvonne Odai left the meeting which remained quorate*

**14 FINANCE & RESOURCES COMMITTEE – 9 MARCH 2022**

The Corporation received and noted the Minutes of the meeting of the Finance & Resources Committee held on 9 March 2022.

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

* Comprehensive Annual Human Resources Report for 2020/21
* Staff survey and staff morale
* Gender Pay Gap – 2020/21
* Ethnicity Pay Gap – 2020/21
* Key Performance Indicators appropriate to the Finance & Resources Committee
* Strategic Plan – 2022 to 2025
* New Build
* Management Accounts – January 2022 – strong financial position with no need to review the budget forecast out-turn
* Funding allocation – 2022/23
* Growth funding for 2021/22

As noted from the Minutes of this particular meeting of the Finance & Resources Committee attention had also been given to the following items:

* Individualised Learner Data – Data Integrity
* Financial Regulations – review and update
* Estates update including the preparation of a College Sustainability Strategy
* Streamlined Energy and Carbon Reporting
* Financial Regulations – Approval to waive tender requirements – science laboratories
* Digital Strategy – update
* Health & Safety – update

A Member acknowledged that it was extremely helpful to hear from the Chairs of the Committees when receiving the Minutes of meetings at the Corporation.

**15 AUDIT & RISK COMMITTEE – SPECIAL MEETING – 16 MARCH 2022**

The Corporation received and noted the Minutes of the special meeting of the Audit & Risk Committee held on 16 March 2022.

The Clerk explained that the meeting had been arranged to consider the appointment of the Financial Statements Auditors.

The recommendation of the Committee was addressed at the end of the meeting as a confidential item.

**16 AUDIT & RISK COMMITTEE – 23 MARCH 2022**

The Corporation received and noted the Minutes of the meeting of the Audit & Risk Committee held on 23 March 2022.

In the absence of the Chair the Vice Chair of the Committee highlighted the key issues addressed at the meeting:

* Presentation by the Internal Auditors on the theme of Good Governance for Audit Committees
* ESFA Guidance – The Work of Audit Committees and Internal Auditors in College Corporations
* Risk Management Policy and Risk Appetite – anticipated as an item for the meeting of the Corporation on 13 July 2022 and possibly a topic for a presentation to a future meeting
* Risk Register
* Internal Audit Issues – Implementation of Issues
* Internal Audit Reports to be presented to forthcoming meetings – specifically High Needs and Governance
* Audit & Risk Committee – Review of Performance - 2020/21
* Development and Training of Members of the Audit & Risk Committee

**17 STRATEGIC PLAN – 2022 TO 2025**

The Corporation received a presentation from the Principal & Chief Executive which outlined the current thinking on the following elements of the proposed new College Strategic Plan:

* College Mission Statement
* College Vision Statement
* Strategic Objectives

Members were interested to see that the key words from the feedback to date which included the Corporation on 19 January 2022 and College managers had been reflected in the current working drafts of the Mission Statement and Vision Statement.

The next stage was immediately after the forthcoming Easter break to engage with staff on the key themes. This had been scheduled for this term but had been deferred due to the impact of the industrial dispute. This would be followed by sharing the draft Strategic Plan with the key stakeholders including parents and HE partners.

The Corporation AGREED following discussion:

1. To note the presentation provided by the Principal & Chief Executive on the preparation of the new College Strategic Plan and, specifically, the Mission Statement, Vision Statement and Strategic Objectives
2. To note the next stages in the consultation process with all interested parties
3. To look forward to receiving at the meeting scheduled for 13 July 2022 for consideration and approval the draft Strategic Plan for the three year period 1 August 2022 to 31 July 2025

**18 WRITTEN RESOLUTION**

The Corporation noted that since the meeting on 15 December 2021 one Written Resolution had been circulated and approved – this related to the use of the Growth Fund Allocation in 2021/22 and progressed a recommendation from the Finance & Resources Committee.

Given the subject matter the Written Resolution was circulated to Independent and Parent Members only.

**19 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 were proposed and it was agreed that these would be addressed at future meetings:

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

**20 CALENDAR OF MEETINGS – 2021/22**

The Corporation NOTED the date of the final planned meeting to take place in 2021/22:

* Wednesday 13 July 2022 – time to be confirmed but assume 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 July meeting to be held in College but with an opportunity for Members to join online if they wished. The arrangements would be confirmed nearer the time in the light of developments and experience.

**21 AUDIT & RISK COMMITTEE – 16 MARCH 2022 – CONFIDENTIAL ITEM**

The Corporation received and noted the Confidential Minutes of the meeting of the Audit & Risk Committee held on 16 March 2022.

It was appropriate for all Members to remain, with the Executive also present, and consider the recommendation. There was no need for any of those present to withdraw on this occasion.

As set out in item 22 immediately below, the Corporation APPROVED the recommendation of the Audit & Risk Committee - it was appropriate that the decision taken be recorded in the public section of the Minutes.

**22 APPOINTMENT OF FINANCIAL STATEMENTS AUDITORS**

The Corporation agreed to APPROVE the recommendation of the Audit & Risk Committee that, following the completion of a tender process and interview, Buzzacott be appointed as the Financial Statements Auditors as from the review of the Accounts for 2021/22 for a period of 5 years subject to annual review by the Committee.

The Corporation also noted the initial annual fee with subsequent years increasing by RPI inflation provided that there was no significant change in the scale or structure of the organisation.

**23 CORPORATION MEMBERSHIP – RESIGNATION OF LAURA DE VOS AS THE SUPPORT STAFF MEMBER**

The Corporation noted that this would be the last meeting to be attended by Laura DeVos as she was leaving the College.

Members thanked Laura for her contribution to the College as the Head of Marketing & Communications and as a Member of the Corporation and wished her well for the future.

Laura responded and said that she had enjoyed being a Member of the Corporation and the Finance & Resources Committee which had enabled her to gain a wider understanding of the issues to be addressed.

Arrangements were in hand to invite nominations for a new Support Staff Member and it was hoped that the person would be available to attend the next scheduled meeting of the Corporation on 13 July 2022.

**24 CONFIDENTIAL ITEMS OF BUSINESS**

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

For the first item the two Staff Members and the Student Member still present and serving on the Corporation withdrew from the meeting with the Principal & Chief Executive and the Executive remaining.

For the second item the Principal & Chief Executive and all other members of staff withdrew from the meeting.

The Minutes from the meeting of the Corporation held on 15 December 2021 had been made available on the following basis:

* Item 1 – Independent and Parent Members plus the Principal & Chief Executive
* Item 2 - Independent and Parent Members only

In addition the Corporation excluding the Staff and Student Members received the confidential item from the meeting of the Finance & Resources Committee held on 9 March 2022 which had been addressed by the Independent and Parent Members via a Written Resolution (see item 18 above).

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