**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 31 March 2021**

**Members**

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| --- | --- | --- |
| Martin Rosner(Chair) | Independent Member | Present |
| Laura De Vos | Staff Member – Support | Present |
| Joanne Dean | Independent Member | Present |
| Mandeep Gill | Principal & Chief Executive | Present |
| Kieran Healy | Independent Member | Present |
| Sohidul Hoque | Independent Member | Present |
| Kofo Ladele | Independent Member | Present |
| Julianne Marriott | Independent Member | Present |
| Simon Mayfield | Independent Member | Present |
| Habib Said Midh-Hir | Student Member | Present |
| Jay Nair | Independent Member | Present |
| Yvonne Odai | Student Member | Present |
| Edet Okon | Staff Member – Teaching | Absent |
| Mandeep Sahotay | Independent Member | Apologies – unwell |
| 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**

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| --- | --- | --- |
| 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 | Present |
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**1 APOLOGIES FOR ABSENCE**

The Corporation received the apologies for absence submitted by Mandeep Sahotay who was unwell.

The meeting was quorate throughout.

**2 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.

Julianne Marriott took the opportunity to report that she had advised the Clerk of her recent appointment to serve on the Governing Body of the Eastlea Community School, Newham.

**3**  **MINUTES OF THE MEETING OF THE CORPORATION HELD ON 16 DECEMBER 2020**

The Minutes of the meeting of the Corporation held on 16 December 2020 were agreed to be a correct record.

**4 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 16 DECEMBER 2020**

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.

**5 CORPORATION DECISION TRACKER**

The Corporation received the updated Decision Tracker which it was noted had been reviewed by the Chair in consultation with the Principal & Chief Executive and the Clerk.

A number of issues were scheduled to be addressed during the Summer Term 2021 by one of the standing committees or the Corporation .

At this time the following items could be removed from the Decision Tracker:

* The content of the section on Black Lives Matter on the College website – addressed immediately after the meeting of the Corporation on 16 December 2020
* Health & Safety Policy – the comprehensive document was considered by and approved by the Finance & Resources Committee on 24 March 2021
* Campus Masterplan – visits to other colleges – will be taken into account in preparing the project scheme

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

*Note: Jay Nair and Sohidul Hoque joined the meeting at this point*

**6 KEY PERFORMANCE INDICATORS**

The Corporation received a presentation from Members of the SLT on the basis for the Key Performance Indicators which were now presented to all meetings of the Finance & Resources Committee and the Curriculum, Quality & Engagement Committee for detailed review and, as appropriate, challenge.

A number of points were highlighted including the following:

* The use of the main financial indictors by the ESFA to measure the financial health standing
* The increase of 103 in student numbers over and above the original funding allocation for 2020/21 – a small amount of growth funding had now been made by the ESFA and this was would be reflected in future Management Accounts
* Staff costs as a percentage of the budget continued to be reduced – NewVIc percentage was 79% and was now 69.3% which needed to be viewed in the context of the Sixth Form College average of 72.4% and the FE Commissioner’s suggested target of a maximum of 70%
* An online student survey was currently underway and this included an additional question to the usual format so as to understand the extent to which students feel safe in College

In response to a question from a Member it was explained that, in addition to surveys, the College gained feedback from students on their experience via a number of routes including the Student Council, the Students’ Union and focus groups.

The Corporation agreed following discussion:

1. To thank the Members of the SLT for the presentation on the Key Performance Indicators
2. To note that the KPI reports presented to the Finance & Resources Committee and the Curriculum, Quality & Engagement Committee would be added to the Governors Area on the College website so that all Members could review as and when they wished and seek any clarification that would be helpful
3. To stress the importance of explaining any acronyms that were used in the KPI reports .

**7 EDUCATION INSPECTION FRAMEWORK**

The Corporation received a presentation on the Education Inspection Framework.

It was recalled that an overview of the Framework had been provided as recently as the meeting on 20 May 2020 but since then 7 new Independent Members had been appointed to the Corporation plus the Staff and Student Members.

For future reference the presentation would be added to the Governors Area on the College website.

The Principal & Chief Executive took the opportunity to advise the Corporation that Ofsted had asked if NewVIc would participate in a pilot inspection early in the Summer Term to assist Ofsted to judge if any adjustments needed to be made to the approach to inspection to reflect the post Covid-19 situation. NewVIc would be one of 20 colleges and providers participating in the pilot which would be conducted as though it was a normal inspection although there would be no published report and there would be no grades just verbal feedback.

The Corporation agreed:

1. To thank the Vice Principal Student Achievement & Progress for the presentation on the Education Inspection Framework
2. To note that NewVIc had been invited by Ofsted to participate in a pilot inspection in mid may 2021 to assist Ofsted to consider if the Education Inspection Framework and the approach of the inspectors needed any changes to take into account the impact of COVID-19 and that Members of the Corporation would be involved in the same way as they would if it was a normal inspection
3. That a briefing session be provided for Corporation Members on Wednesday 5 May 2021 at 5.30pm on the role of Members in such a pilot inspection.

**8 BLACK FURTHER EDUCATION LEADERSHIP GROUP**

The Corporation received and discussed the report prepared by the Chair of the Corporation on the implementation of the 10 Point Plan as presented to the meeting of the Corporation on 16 December 2020.

The Corporation agreed to APPROVE the recommendations as set out in the report:

1. To adopt the 10 Point Plan set out by the Black FE Leadership Group in 2020
2. To ask the Governance & Search Committee to review the diversity of the NewVIc Corporation (taking into account the data collected at the end of 2020 from Members), to identify areas of concern and to recommend to the Corporation an action plan to diversify as and when vacancies arise on the Corporation
3. That the College Strategic Plan is updated for 2021/22 to include specific actions relating to diversity and anti racism
4. To ask the Finance & Resources Committee and the Curriculum, Quality & Engagement Committee to review the diversity data that is currently collected and to ensure that it is fit for purpose as far as the implementation of the 10 Point Plan is concerned
5. To appoint a Link Member (Governor) for Diversity
6. To receive and consider a report from the Principal & Chief Executive on 14 July 2021 on the actions taken by the Executive to support equality and diversity including the implementation of the 10 Point Plan.

The Corporation also AGREED that the Governance & Search Committee be asked to consider in what form and content should diversity related data be published in the Annual Report accompanying the Financial Statements and, possibly, elsewhere.

Whilst considering the report and agreeing to approve the recommendations as outlined above the Corporation addressed a range of related issues including:

* To agree to congratulate the Chair and the Principal & Chief Executive for the delivery of the recent SFCA webinar which covered the College’s approach to the 10 Point Plan
* The need for clarity on the terminology used when progressing such initiatives such as what was meant by, for example, “anti racism” in this context
* The opportunities to relate the methodology associated with the 10 Point Plan to other aspects of inclusion and equality

**9 COVID-19 – UPDATE**

The Principal & Chief Executive provided the Corporation with an update on the impact of COVID-19 on the College.

A number of issues were highlighted including the following:

* The flow of information from the Government and elsewhere on the arrangements for reopening the College and the testing of students and staff for COVID-19
* The intention to have 100% of students back in College as from 19 April 2021
* The partnership with Newham Health Authority for home testing
* The majority of systems in place in the Autumn Term 2020 had been retained as they had worked and were understood by students and staff but adjustments were being made in the light of experience
* The arrangements being developed for student assessment in the place of national examinations in the summer 2021

The Principal & Chief Executive paid tribute to the work of staff in preparing for the reopening of the College.

The Corporation AGREED:

1. To note the update provided by the Principal & Chief Executive on the impact of COVID-19 on NewVIc
2. To place on record the thanks and appreciation for all that staff had done and were doing to provide a safe place for all to work and study

The Principal & Chief Executive said that he would pass on the thanks and appreciation of Corporation Members to staff at the next all staff meeting.

**10 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 and Click.

The update included the following:

* The impact of COVID-19 , the required closure of all colleges and the arrangements for reopening
* The publication by Ofqual of the findings of a report on the difficulties faced in introducing nationwide large scale online and on-screen assessment in England
* The Ofsted report on the delivery of remote education in England during the lockdown
* The inspection results for the FE college sector during 2019/20 fell for the first time in three years – a contributory factor was the number of newly merged colleges where the inspection judgement was “requires improvement”
* The DfE had confirmed that the qualification grades achieved using alternative assessment arrangements in 2020 and 2021 would not be used to produce institutional level performance measures
* The DfE announcement of the biggest pay rise for school teachers in England since 2005 – this had to be contrasted with the position in FE where many FE teachers had little or no pay rise for a decade
* The analyses of the FE teacher workforce over the period between 1998/99 and 2019/20
* The publication by the ESFA of details of 16-19 funding for 2021/22
* The financial difficulties currently faced by many colleges – ESFA had indicated that 64 colleges were at risk of running out of cash and £70 million of emergency funding would be needed this year
* The introduction of annual strategic conversations led by the ESFA with representation from the FE Commissioner’s Team – the aim being to look holistically at the college strategy and plans and encourage colleges to showcase their achievements whilst raising strategic issues or challenges
* The final letter from Richard Atkins before he stood down as FE Commissioner in which he offered general thoughts and proposed some new financial benchmarks – this letter had been addressed by the Finance & Resources Committee on 24 March 2021
* The appointment of Sir Kevan Collins as the Government’s Education Recovery Commissioner
* The approach for awarding examination grades in 2021 following the difficulties in 2020

The Principal & Chief Executive reported on a number of NewVIc specific developments and news items including two students receiving Oxbridge offers and the nominations for Pearson National Teaching Awards.

Finally the Principal & Chief Executive addressed the focus on the mental health and wellbeing of students and staff particularly over the last year and the periods of lockdown.

The Corporation agreed to NOTE the report of the Principal & Chief Executive and to thank him for such a comprehensive update.

**11 CORPORATION STRATEGY & PLANNING SESSION – 13 FEBRUARY 2021**

The Corporation received the notes of the Corporation Strategy & Planning Session held on 13 February 2021 including the schedule setting out the issues to be addressed.

The Chair confirmed that the issues identified during the discussion would be followed up by the appropriate Committee and or at future meetings of the Corporation.

**12 AUDIT & RISK COMMITTEE – 17 MARCH 2021**

The Corporation received and noted the Minutes of the meeting of the Audit & Risk Committee held on 17 March 2021.

On this occasion the Committee had focussed on the following issues:

* Review of the performance of the Audit & Risk Committee for 2019/20
* Review of the performance of the Financial Statements Auditors for 2019/20
* Risk Register
* Internal Audit reviews to be conducted in 2020/21 – see item 14 below

**13 AUDIT & RISK COMMITTEE – MEMBERSHIP**

The Corporation noted that the Audit & Risk Committee had requested the Corporation to appoint an additional Member to serve on the Committee to help ensure that all meetings were quorate.

The Corporation AGREED, following discussion, not to appoint another member to join the Audit & Risk Committee at this time but instead that the opportunities to appoint an external person as a co-opted member be explored.

**14 INTERNAL AUDIT – THE PLAN FOR 2020/21**

The Corporation AGREED following discussion:

1. To receive and note the report prepared by Scrutton Bland, the recently appointed Internal Auditors, which set out the possible areas to be reviewed
2. To approve the recommendation of the Audit & Risk Committee that the following reviews be carried out in the current year (2020/21):

* Covid-19
* IT infrastructure which would also cover cyber security
* Safeguarding
* T Levels preparation
* Follow up on previous Internal Audit reviews

1. That the proposed brief for the review of safeguarding be shared with the Safeguarding Link Member for comment before it is signed off on behalf of the SLT
2. To look forward to receiving at the meeting on 14 July 2021 the recommendations for reviews to be carried out in 2021/22 and possibly 2022/23

Whilst considering the proposed reviews to be conducted in future years it was recognised that it would be appropriate to include governance, possibly in 2021/22.

**15 FINANCE & RESOURCES COMMITTEE – 24 MARCH 2021**

The Corporation received and noted the Minutes of the meeting of the Finance & Resources Committee held on 24 March 2021.

On this occasion the Committee had focussed on the following issues:

* Management Accounts for January 2021
* Funding Allocation – 2021/22
* Recruitment of students
* Health & Safety Policy
* Health & Safety – Update
* Estates – Update
* Staffing Annual Report
* Equality & Diversity Policy
* FE Commissioner’s Letter to Colleges
* Key Performance Indicators appropriate to the Finance & Resources Committee
* Financial Regulations – Waivers
* Bank loan

The Chair of the Finance & Resources Committee referred to the Management Accounts which showed a healthy position in terms of cash days and that there was no need to adjust the budget for the current year (2020/21).

The comprehensive Staffing Report would be circulated to all Members for their information and the Management Accounts would be published via the Governors Area on the College website.

**16 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – 11 MARCH 2021**

The Corporation received and noted the Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 11 March 2021.

On this occasion the Committee had focussed on the following issues:

* Safeguarding – update
* Student Report
* Key Performance Indicators appropriate to the Curriculum, Quality & Engagement Committee
* Quality Improvement Plan – see item 18 below
* Courses of concern
* Course offer – proposed changes for 2021/22 and 2022/23
* Covid 19 – impact on the student experience including examinations
* The use of e-learning to bring about ongoing improvements to benefit the student experience
* Quality marks
* Terms of Reference of the Curriculum, Quality & Engagement Committee – see item 17 below

The Chair of the Curriculum, Quality & Engagement Committee highlighted the following:

* The importance of engaging with the student voice and the plan to seek to ensure that the Student Members feel able to contribute to discussions
* The need to arrange the presentation to the Members of the Corporation appropriate reports relating to the student voice and not limit circulation to solely the Committee

The role of Link Members was raised and it was agreed to address this at the next meeting of the Committee to seek to maximise the impact and benefit for all concerned.

**17 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – TERMS OF REFERENCE**

The Corporation APPROVED the addition to the Terms of Reference of the Curriculum, Quality & Engagement Committee as recommended by the Committee on 11 March 2021 so as to address the student experience more explicitly.

**18 QUALITY IMPROVEMENT PLAN – 2020/21**

The Corporation received the Quality Improvement Plan (QIP) for 2020/21 as presented to and considered by the Curriculum, Quality & Engagement Committee on 11 March 2021.

It was recalled that the Key Areas for Improvement were set out in the QIP with seven priorities to be addressed in the year:

* Students make insufficient progress from their starting points on a significant number of vocational programmes
* GCSE maths 9-4 grades are below the College target and require improvement
* Progression on A level linear programmes from year 1 to year 2 requires improvement
* Attendance on the majority of study programmes need to increase
* Further reduce staffing costs
* Improve staff survey results
* Further improve online teaching and learning

The Curriculum, Quality & Engagement Committee had recognised when reviewing the updated QIP that, notwithstanding the challenges as a result of Covid-19, there were developments with progress or otherwise being clearly indicated by the use of the RAG traffic lights system.

The Vice Principal Student Achievement & Progress advised the Corporation that:

* The actions against the original intentions would be reviewed during the Summer Term and an indication given in the next update to the QIP on both progress and any areas of concern
* Particular focus would continue to given to the grading and assessment of students given the arrangements which had been put in place for 2020/21 as a replacement for the national examinations

The Corporation agreed to note the updated QIP for 2020/21 and to look forward to receiving a further update at the meeting scheduled for 14 July 2021 following detailed review by the Curriculum, Quality & Engagement Committee.

**19 REMUNERATION COMMITTEE – 15 FEBRUARY 2021**

The Corporation received and noted the “open” section of the Minutes of the meeting of the Remuneration Committee held on 15 February 2021.

**20 REMUNERATION COMMITTEE – TERMS OF REFERENCE**

The Corporation APPROVED the amendments to the Terms of Reference of the Remuneration Committee as recommended by the Committee on 15 February 2021.

A Member suggested that when Terms of Reference are next reviewed consideration be given to incorporating a reference to the opportunities for 360 degree feedback to inform the reviews of the performance of the designated Senior Post Holders.

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

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

One immediate thought was the Governance Self-Assessment which would be considered initially by the Governance & Search Committee at a meeting in prior to all Members having the opportunity to comment and agree the action plan for 2021/22 and as appropriate beyond.

**22 CALENDAR OF MEETINGS – 2020/21**

The Corporation NOTED the dates of the planned meetings to take place in 2020/21:

* Wednesday 28 April 2021 at 5.30pm – Special Meeting relating to academisation
* Wednesday 14 July 2021 – time to be confirmed depending on if online or in person

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.

**23 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, the Parent Member and the Principal & Chief Executive.

At this point the Clerk to the Corporation and members of staff (including the Corporation Staff Members) and the Student Members withdrew from the meeting.

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