**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 14 December 2022**

**Members**

|  |  |  |
| --- | --- | --- |
| Martin Rosner(Chair) | Independent Member | Present |
| Jadyn Benneh | Student Member | Present |
| Emma Bibi | Student Member | Apologies – other commitments |
| Fiona Clarke | Staff Member – Teaching | Apologies – personal commitments |
| Joanne Dean | Independent Member | Present |
| Chris Foloruso | Independent Member | Present |
| Mandeep Gill | Principal & Chief Executive | Present |
| Kofo Ladele | Independent Member | Present |
| Jane Lofthouse | Independent Member | Present |
| Ebby Maps | Parent Member | Present |
| Mandeep Sahotay | Independent Member | Apologies – health |
| Elizabeth Scott | Independent Member | Present |
| Miklos Sarosi | 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 | Apologies - personal commitments |

**Non-Members in attendance**

|  |  |  |
| --- | --- | --- |
| Susanne Datta | Executive Director Human Resources & Organisational Development | Present |
| David Francis | Executive Director Student Services | Apologies |
| Michael Gainlall  Magdalena Johnson | Vice Principal Finance & Operations  Vice Principal Student Achievement & Progress | Present  Apologies |
| Robin Jones | Clerk to the Corporation | Present |
|  |  |  |

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

The Corporation NOTED the appointment of the following Independent Members via Written Resolution:

* Chris Folorunso as from 1 November 2022
* Federico Valori as from 1 November 2022
* Yolanda Valery as from 3 December 2022

The Independent Members have been appointed for a period of 4 years.

The Corporation also NOTED the resignations of the following Independent Members:

* Muriel Hayman as from 19 November 2022
* Joanne Dean Vice Chair as from 31 December 2022

It was explained that Muriel had just been given a new role by her employer which would involve a lot of travelling away from home which would make it difficult to commit the time to being a Member of the Corporation.

Joanne Dean had decided to stand down from membership of the Corporation for personal reasons as from 31 December 2022.

The Chair and other Members thanked Joanne for her valued service on the Corporation and the College community dating back to 2017 and wished her well for the future.

The resignation of Joanne from the Corporation meant that it was appropriate to consider appointing a new Vice Chair of the Corporation – this was addressed later in the meeting as item 32.

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

The Corporation NOTED that Hannah Hajwane had resigned as a Student Member and been replaced by Emma Bibi as from 14 October 2022 to 31 July 2023.

**3 MEMBERSHIP OF THE CORPORATION – SUPPORT STAFF MEMBER**

The Corporation NOTED that Karen Flanagan had resigned as the Support Staff Member as from 12 December 2022.

The Clerk reported that arrangements were in hand to seek a replacement Support Staff Member to join the Corporation.

**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.

The following four Members had advised the Clerk that they were unable to attend the meeting and the apologies for absence were accepted by the Corporation:

* Emma Bibi – other commitments
* Fiona Clarke – personal commitments
* Mandeep Sahotay - health
* Graham Willson – personal commitments

**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**  **MINUTES OF THE MEETING OF THE CORPORATION HELD ON 12 OCTOBER 2022**

The Minutes of the meeting of the Corporation held on 12 October 2022 were agreed to be a correct record.

**7 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 12 OCTOBER 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.

**8 CORPORATION LINK MEMBERS – CAREERS**

The Corporation APPOINTED Federico Valori as the Link Member for Careers given the resignation of Muriel Hayman.

**9 CORPORATION DECISION TRACKER**

The Corporation received the updated Decision Tracker and AGREED that the item relating to the reclassification of colleges by the Office for National Statistics (ONS) could be removed now it was known that colleges would once again be regarded as being in the “public sector”.

**10 CORPORATION PLANNING & DEVELOPMENT SESSION HELD ON 19 NOVEMBER 2022**

The Corporation received and noted the report on the Planning & Development Session held on 19 November 2022 when there had been discussions on the following themes:

* The Sixth Form College Sector Overview led by the Deputy Chief Executive of the SFCA
* The NewVIc response to the national, regional and local demands and opportunities
* Estates Strategy
* Governance Self-Assessment

The Corporation AGREED that it was important that the Chair with the Principal & Chief Executive and or the Clerk as appropriate kept staff updated on developments.

**11 PRESENTATION – T LEVELS**

The presentation was deferred due to the absence of the lead members of staff and was now scheduled for the meeting of the Corporation on 22 March 2023.

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

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

The decision of the ONS to reclassify colleges as public sector organisations as from 29 November 2022 was outlined. Full information on the impact of reclassification of colleges was awaited with it being recognised that “the devil would be in the detail”. An early action was to update the College Financial Regulations which would be presented to a forthcoming meeting of the Finance & Resources Committee as soon as sufficient information was available.

The changes in the powers and responsibilities of Corporations were noted to be regulatory as it was understood that there were no planned changes to legislation.

One disappointing aspect of the reclassification of colleges was that the Government was not taking the opportunity to change the VAT status of colleges. This was in marked contrast to Academies even though there were now many similarities between the two sectors in terms of powers and where permission for action would need to be sought.

The Corporation agreed following discussion:

1. To thank the Principal & Chief Executive for such an informative report
2. To note in particular the decision by the ONS to reclassify colleges as public sector organisations as from 29 November 2022
3. To welcome the various good news stories relating to NewVIc students and staff and to ask the Principal & Chief Executive to pass on the thanks and appreciation of Members to all concerned.

**13 FINANCE & RESOURCES COMMITTEE – MINUTES OF THE MEETING HELD ON 19 OCTOBER 2022**

The Corporation received and noted the Minutes of the meeting of the Finance & Resources Committee held on 19 October 2022.

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

* Actions taken and being taken following the strike and the agreement with the NEU signed on 4 February 2022
* The Period 12 budget out-turn position for 2021/22 which provided the basis for the end of year audit and the preparation of the Financial Statements
* The important changes to the Financial Regulations which included a review of the authorisation levels for expenditure and brought NewVIc more in line with colleges of a similar size
* Health & Safety – Annual Report for 2021/22 and an update
* Health & Safety Policy Statement – recommendation as detailed below in item 17
* The planned improvements to College systems

There was a discussion on the student enrolment in 2022/23 which was less than had been projected and followed three years of increased numbers. It was explained that it was thought that there were several reasons for the drop in enrolments which should not be viewed in isolation such as:

* Reflections of students post Covid
* Cost of living with more young people seeking employment so as to contribute to family income
* The adverse impact on the reputation of the College due to the industrial action by NEU members

The lagged funding methodology meant that the College would see a reduction in mainstream student income in 2023/24 due to enrolling less students in 2022/23.

The Student Member spoke of the importance of addressing the reputation of the College so as to improve the perception in the wider community which, without doubt, had been affected by the strikes.

**14 FINANCE & RESOURCES COMMITTEE – MINUTES OF THE MEETING HELD ON 30 NOVEMBER 2022**

The Corporation received and noted the unconfirmed Minutes of the meeting of the Finance & Resources Committee held on 30 November 2022.

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

* An update on the Staff Survey
* Staff Annual Report
* Gender Pay Gap
* Ethnicity Pay Gap
* Management Accounts for October 2022 – positive cash position although as yet the cost of the pay award was not reflected and also the College had a number of staff vacancies
* Budget – 2022/23 – End Of Year Forecast – update on known and anticipated increases in energy and other costs
* Learner Numbers - due to under enrolment relative to target and the lagged funding methodology it was estimated that the College would receive approximately £1m less in 2023/24 than in the current year – suggestion that a Joint Meeting of Curriculum, Quality & Engagement Committee and Finance & Resources Committee takes place in late January 2023 to consider how best to progress the challenge of such a substantial reduction in funding
* Financial Statements – 2021/22 reviewed
* Bank Loan – recommendation as addressed separately below in item 15
* Quality Improvement Plan – review
* Estates Strategy – recommendation from the New Build Group – as addressed separately below in item 16
* Sustainability Strategy – approved
* ONS reclassification – implications addressed earlier in the meeting

The Corporation supported the suggestion to arrange an early joint meeting of the Curriculum, Quality & Engagement Committee and the Finance & Resources Committee – hopefully to take place in late January or early February 2023.

**15 BANK LOAN AGREEMENT**

The Corporation APPROVED the repayment of the current loan as recommended by the Finance & Resources Committee on 30 November 2022.

**16 ESTATES STRATEGY**

The Corporation APPROVED the recommendation from the New Build Group as endorsed by the Finance & Resources Committee on 30 November 2022 with regard to the Estates Strategy.

For clarity and to ensure that all aspects are covered, the extracts from the Minutes of the New Build Group and the Finance & Resources Committee are attached as Appendix A to these Minutes.

**17 HEALTH & POLICY STATEMENT**

The Corporation APPROVED the updated Health & Safety Policy Statement as recommended by the Finance & Resources Committee on 19 October 2022.

Members asked that, when presenting such proposed updates to policy documents in the future, the suggested changes and additions were clearly highlighted.

**18 AUDIT & RISK COMMITTEE - MINUTES OF THE MEETING HELD ON 23 NOVEMBER 2022**

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

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

* Audit Code of Practice – Review
* Risk Register
* Internal Audit – Implementation of Issues
* Internal Audit Reports (Governance and Risk Management)
* Internal Audit Annual Report – 2021/22
* Financial Statements Auditors Report – 2021/22
* Regulatory Self-Assessment
* Letter of Representation
* Annual Report of the Audit & Risk Committee – 2021/22
* Development and Training of Members of the Audit & Risk Committee
* Annual Review of the Performance of the Audit & Risk Committee – 2021/22
* Reviews of the performance of the Financial Statements Auditors and the Internal Auditors – items 19 and 20

**19 FINANCIAL STATEMENTS AUDITORS – RE-APPOINTMENT**

The Corporation APPROVED the recommendation of the Audit & Risk Committee that Buzzacott be re-appointed as the Financial Statements Auditors for 2022/23.

As a reminder the current enagment of Buzzacot is for a period of 3 years covering 2022/23, 2023/24 and 2024/25 subject to annual review.

**20 INTERNAL AUDITORS – RE-APPOINTMENT**

The Corporation APPROVED the recommendation of the Audit & Risk Committee that the current engagement of Scrutton Bland as Internal Auditors be extended by 2 years to 31 July 2025 subject to annual review.

**21 INTERNAL AUDIT ANNUAL REPORT – 2021/22**

The Corporation NOTED the Internal Audit Annual Report for 2021/22 as presented to and considered by the Audit & Risk Committee on 23 November 2022.

**22 AUDIT & RISK COMMITTEE ANNUAL REPORT – 2021/22**

The Corporation received and NOTED the Audit & Risk Committee Annual Report for 2021/22.

**23 FINANCIAL STATEMENTS AND AUDITORS MANAGEMENT REPORT – 2021/22**

The Corporation received and considered the following as previously considered by, as appropriate, the Audit & Risk Committee and the Finance & Resources Committee:

* Financial Statements – 2021/22 as reviewed by the Auditors
* Auditors Management Report following the review of the end of year accounts and the draft Financial Statements
* Regulatory Self-Assessment
* Letter of Representation

The Corporation agreed unanimously to APPROVE the Financial Statements, Regulatory Self-Assessment and the Letter of Representation for signing by, as appropriate, the Chair of the Corporation and the Principal & Chief Executive.

It was appreciated that early in the new year the Financial Statements would be published on the College website as a public document.

Finally, the Corporation agreed to place on record the thanks and appreciation of Members for the huge amount of work involved in the end of year audit and the preparation of the Financial Statements and other documents on the part of the Vice Principal Finance & Operations, Finance Manager and other College staff.

**24 GOVERNANCE SELF ASSESSMENT**

The Corporation noted that the summary of the Governance Self-Assessment for 2021/22 was as set out in the report on the Planning & Development Session held on 19 November 2022.

The Chair of the Corporation confirmed that the Governance & Search Committee and or the Clerk as appropriate would progress issues to bring about changes and improvements as proposed.

**25 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – MINUTES OF THE MEETING HELD ON 6 OCTOBER 2022**

The Corporation received and noted the Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 6 October 2022.

The Chair of the Committee highlighted the main issues addressed at this meeting:

* Examination Outcomes
* Safeguarding Annual Report – 2021/22
* Complaints Annual Report – 2021/22
* Key Performance Indictors

**26 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – OUTCOMES FROM THE MEETING HELD ON 17 NOVEMBER 2022**

The Chair of the Curriculum, Quality & Engagement Committee provided the Corporation with a summary of the main issues addressed by the Committee on 17 November 2022 which included:

* Key Performance Indicators
* Safeguarding – Update
* Student Report
* Careers Strategy
* College Self-Assessment Report – 2021/22
* Quality Improvement Plan – 2022/23
* Quality Policies & Procedures

**27 COLLEGE SELF ASSESSMENT REPORT – 2021/22**

The Corporation received and discussed the College Self-Assessment Report for 2021/22 as recommended by the Curriculum, Quality & Engagement Committee on 17 November 2022.

The proposed grades were noted to be as follows:

* Quality of Education – Grade 3
* SEND – Grade 3
* Behaviour and Attitudes – Grade 3
* Personal Development – Grade 3
* Leadership & Management – Grade 3

The Ofsted Grade 3 description was one which “required improvement”.

It was explained that, prior to presentation to the Curriculum, Quality & Engagement Committee, the proposed SAR had been the subject of an assessment and validation which had involved the Chair and Vice Chair of the Corporation.

The Corporation agreed to APPROVE the College SAR for 2021/22 as presented.

**28 QUALITY IMPROVEMENT PLAN - 2022/23**

The Corporation received and discussed the proposed Quality Improvement Plan (QIP) for 2022/23 as recommended by the Curriculum, Quality & Engagement Committee on 17 November 2022.

The question asked was “what does success look like” so it may be recognised. This would be addressed during the year as progress was made.

One addition was to be made to the QIP format with the addition of a column so that actions and progress could be measured at the end of the year.

The Corporation agreed to APPROVE the College QIP for 2022/23 and in doing so noted that progress against the planned actions would be reviewed throughout the year by the Curriculum, Quality & Engagement Committee.

**29 REMUNERATION COMMITTEE – 22 NOVEMBER 2022**

The Corporation received and NOTED the public part of the unconfirmed Minutes of the meeting of the Remuneration Committee held on 22 November 2022.

It was explained that the issues requiring consideration and decision would be dealt with later in the meeting as confidential business.

**30 WRITTEN RESOLUTIONS**

The Corporation NOTED the Written Resolutions as set out in the Agenda:

* Corporation Membership – appointment of 3 Independent Members as recorded earlier in the meeting
* Support Staff Pay Award

**31 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 (as discussed at a previous meeting of the Audit & Risk Committee)
* T Levels
* Health & Safety with a focus on the role and responsibilities of the Corporation

A presentation on Safeguarding and Prevent and, specifically, the associated duties of the Corporation is now scheduled for 16 January 2023 having been postponed from 5 December 2022 as the Executive Director Student Services was unwell.

**32 VICE CHAIR OF THE CORPORATION**

The Corporation APPOINTED Julia Shelton as the Interim Vice Chair of the Corporation from 1 January 2023 to 22 March 2023 to replace Joanne Dean.

**33 CALENDAR OF MEETINGS – 2022/23**

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

* 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.

**34 OFSTED THEMATIC REVIEW**

The Principal & Chief Executive advised the Corporation that Ofsted would be carrying out a thematic review of T Level Transition Programmes at NewVIc from January 2023 to about April 2023 although this would not be graded.

It was understood that, as a result of the review, it was most unlikely that the College would be subject to a full Ofsted inspection during the Spring Term 2023.

**35 CONFIDENTIAL ITEMS**

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

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

**APPENDIX A**

**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 14 December 2022**

**Estates Strategy**

**EXTRACT FROM THE MINUTES OF THE MEETING OF THE FINANCE & RESOURCES COMMITTEE HELD ON 30 NOVEMBER 2022 WHICH FOLLOWED THE EARLIER MEETING OF THE NEW BUILD GROUP**

The following section in italics was presented to the Finance & Resources Committee from the New Build Group

*The Group agreed, following a wide ranging discussion on the Estates Strategy and related matters, to recommend to the Finance & Resources Committee on 30 November 2022:*

1. *Given the anticipated reduced level of receipts from the sale of land on the College site for the purposes of housing would at present be insufficient to enable the new build project to proceed, to defer the decision on the progression and further development of any of the concept options for at least 12 months subject to a periodic review of the land sales market.*
2. *In the meantime to continue to prepare the details of alternate project options including:*
   1. *The approach to the London Borough of Newham to seek permanent planning approval for blocks with temporary consents due to expire November 2024*
   2. *A comprehensive refurbishment programme for the existing A Block with a focus on the small number of high priority items (colour coded red on the condition appraisal) so that improvements in conditions are not delayed.*
   3. *A detailed schedule and programme of works to make the College buildings more sustainable in line with the provisions of the Sustainability Strategy.*
   4. *To ensure that any refurbishment works unless absolutely essential for the safety and wellbeing of staff and students were long term investments and would not be removed should financial market conditions permit a new build project on the College site be brought forward.*
3. *To prepare briefing notes appropriate for staff, students and parents to explain the current position and the proposed way forward.*

The Finance & Resources Committee agreed, following discussion on 30 November 2022:

1. To support the recommendations from the New Build Group on 28 November 2022 with regard to the Estates Strategy as set out above and to forward to the Corporation on 14 December 2022 for approval
2. To note that the Executive had been asked by the New Build Group to prepare a high level summary of the projected costs of the refurbishment of A Block with an indication of the split between capital and revenue.