**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 22 March 2023**

**Members**

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| --- | --- | --- |
| Martin Rosner(Chair) | Independent Member | Present |
| Jadyn Benneh | Student Member | Apologies – other commitments |
| Emma Bibi | Student Member | Apologies – other commitments |
| Fiona Clarke | Staff Member – Teaching | 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 |
| Avnesh Pandya | Independent Member | Present |
| Mandeep Sahotay | Independent Member | Present |
| Elizabeth Scott | Independent Member | Present |
| Julia Shelton | Independent Member | Present |
| Kate Towner | Independent Member | Present |
| Federico Valori | Independent Member | Present |
| Yolanda Valery | Independent Member | Present |
| Graham Willson | Independent Member | Present |

**Non-Members in attendance**

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| --- | --- | --- |
| Susanne Datta | Executive Director Human Resources & Organisational Development | Present |
| David Francis | Executive Director Student Services | Present |
| Michael Gainlall  Robin Jones | Vice Principal Finance & Operations  Clerk to the Corporation | Present  Present |
| Rena Rani | Interim Vice Principal Curriculum | Present |
| Chrystel St Ledger | T Levels Team Leader | Present – presentation item |
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**1** **MEMBERSHIP OF THE CORPORATION – INDEPENDENT MEMBERS**

The Corporation NOTED the following with regard to membership of the Corporation:

* The appointment via Written Resolution of Avnesh Pandya as an Independent Member to serve for a period of 4 years as from 1 January 2023
* The resignation of Miklos Sarosi as an Independent Member as from 6 March 2023 due to increased business commitments and regular overseas travel
* That, despite invitations circulated to staff, the vacancy for a member of the College support staff to serve on the Corporation remains unfilled

The Chair, on behalf of the Corporation, welcomed Avnesh Pandya to his first meeting of the Corporation.

Members agreed to place on record the appreciation for the contribution made to the Corporation by Miklos Sarosi and wished him well for the future.

Finally, the Corporation NOTED that the Governance & Search Committee would meet to consider, among a range of other issues, the proposed arrangements to fill the vacancies on the Corporation for 2 Independent Members (ie Joanne Dean and Miklos Sarosi).

**2 APOLOGIES FOR ABSENCE**

The Corporation NOTED that, with the exception of Kofo Ladele and the Student Members, all Members were present on this occasion from the beginning and the meeting was quorate.

Note: Kofo Ladele joined the meeting during item 6.

**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 14 DECEMBER 2022**

The Corporation NOTED that, due to the absence of the Clerk for much longer than had anticipated following surgery, the Minutes of the meeting of the Corporation held on 14 December 2022 were not yet available.

In the absence of the Minutes a note of all actions and decisions agreed at the last meeting was received and confirmed to be a correct record.

It was planned that the full Minutes of the meeting held on 14 December 2022 would be presented to the meeting scheduled for 12 July 2023.

**5**  **AGENDA ORDER OF BUSINESS**

The Chair proposed and Members agreed that the order of business as set out in the published Agenda would be varied as Julia Shelton had another commitment and would need to leave the meeting before the scheduled end.

**6 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE - MINUTES OF THE MEETING HELD ON 9 MARCH 2023**

The Corporation received and noted the unconfirmed Minutes of the meeting of the Curriculum, Quality & Engagement Committee held on 9 March 2023.

The Chair of the Committee highlighted the items which had been the subject of particular attention during the meeting including:

* The proposed addition of an extra column to the KPI report so that in future years the data could be compared with the position at the same date in the previous year
* The actions being taken to improve on existing systems with the aim of making significant progress where needed
* The Safeguarding Update
* The Equality & Diversity report would in future years cross reference multiple factors

Members of the Committee had welcomed the work being progressed by the Interim Vice Principal Curriculum who had joined NewVIc in January 2023. It was thought that the College was making big strides to improve the quality of provision.

The document setting out the compliance on Safeguarding as articulated in Keeping Children Safe in Education would be circulated to all Members following this meeting.

**7 VICE PRINCIPAL CURRICULUM – DESIGNATED SENIOR POST HOLDER**

The Corporation AGREED that this discussion but not the decision relating to the Vice Principal Curriculum, a designated Senior Post Holder, would be regarded as confidential but all Members and the SLT would be present.

The Corporation AGREED, following discussion and having regard to the feedback from the Selection Panel and others who had been involved, not to make an appointment to the post of Vice Principal Curriculum at this time.

A revised timetable of events for the recruitment process would be prepared in due course.

**8 FINANCE & RESOURCES COMMITTEE – MINUTES OF THE MEETING HELD ON 1 MARCH 2023**

The Corporation received and noted the unconfirmed Minutes of the meeting of the Finance & Resources Committee held on 1 March 2023.

The Chair of the Committee highlighted a number of the issues addressed at the meeting including:

* The bank loan had now been repaid by the College as agreed by the Corporation in December 2022
* The latest Management Accounts report an underspend on employee related costs due in part to the pay award for teaching staff not yet having been progressed
* The College was seeking planning permission from the Local Authority to retain Blocks BU and G as this permission was to expire shortly
* The Annual Budget for 2023/24 would be a major item for the Committee and in turn the Corporation at the next scheduled meetings – the main income allocation and certain costs were already known
* The approach continued to be to build up cash reserves to improve the College estate to benefit the whole College community – staff and students
* Arrangements for supporting students given the financial context in which many find themselves includes the provision of free breakfasts and lunches for as many as possible

With regard to the last point above, the Corporation was reminded that the London Borough of Newham was now regarded by the Government as being less disadvantaged than it had been in the past. This impacted adversely on the College’s ESFA income allocation. However, this was not true of large numbers of students attending NewVIc whose families were being badly affected by the economic climate now being experienced in the UK.

*Note: Julia Shelton and Kate Towner left the meeting at this point. It remained quorate.*

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

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

The particular attention of Members was drawn to the following:

* Planned changes to Applied General Qualifications (AGQs) and the potential impact on the College curriculum and students
* Changes to UCAS processes which will help reduce staff workloads
* The publication of the Government’s long awaited SEND and Alternative Provision Improvement Plan
* New legal requirements with regard to the “Baker Clause” – the requirement on schools to allow colleges and other FE providers onto the school premises to give pupils advice on post 16 education and training options
* Changes in funding including to T Level provision
* New permanent Director of Education at the London Borough of Newham – Vik Verma
* The Annual Reports of Ofsted and the FE Commissioner
* The extent of cyber attacks or breach across the FE sector – 88% of providers affected including, as noted later in the meeting, NewVIc
* A number of NewVIc “good news” items including the increased support for students at this time of financial crisis

The Corporation agreed:

1. To thank the Principal & Chief Executive for such an informative report
2. To note that the challenge of work experience placements for T Level students would be addressed later in the meeting as part of the presentation
3. To ask the Principal & Chief Executive to pass on the congratulations of Members to the staff and students involved in the various good news stories.

**10 MEETING LOCAL NEEDS AND ACCOUNTABILITY STATEMENTS**

The Corporation received the report of the Principal & Chief Executive relating to the new requirement introduced by the Government with regard to the publication of an Accountability Statement which:

* Sets out a limited number of priority aims / targets for the year ahead (for NewVIc as per the College Strategic Plan)
* Describes how these priority aims / targets reflect local / regional / national priorities where possible using SMART indicators that demonstrate impact

The College will, like all others, have regard to the Local Skills Improvement Plan (LSIP) which for London was still work in progress.

The requirement is to submit the draft Accountability Statement by 31 May 2023 and this will be progressed by the Executive.

The intention is then to submit the proposed NewVIc Accountability Statement to the Curriculum, Quality & Engagement Committee on 15 June 2023 for review and then the Corporation on 12 July 2023 for final approval. If for any reason, such as the London LSIP not being finalised by then, it will be proposed that Members consider the College document outside of a meeting and approve via Written Resolution.

The Corporation agreed to note the report on Accountability Statements and to look forward to receiving the proposed NewVIc document on, it was hoped, 12 July 2023 for approval.

**11 PRESENTATION – T LEVELS**

The Corporation received a presentation from the T Levels Team Leader, Chrystel St. Ledger, which covered a range of related issues including:

* What are T Levels
* How T Levels differ
* Transition programmes at NewVIc 2022/23
* T levels at NewVIc 2022/23
* The planned T Levels offer in 2023/24
* Support and resources from the awarding bodies, Education and Training Foundation (ETF) and the Association of Colleges (AoC)
* T Levels funding
* The perception of T Levels by universities – as yet the Russell Group institutions are not accepting T Levels as meeting the entry requirements for a degree but lobbying is underway

Members were invited to ask questions on the presentation and related matters.

It was of particular interest to Members to hear more about the challenge of finding work experience placements for T Level students.

It was good to hear that the College has a wide network of employers who are supportive of students. This was particularly so of, for example, child care. However, T Levels are a new qualification which require longer placements than the existing BTECs. The support of Members in helping the College find more placements would, therefore, be much appreciated.

The Corporation agreed after discussion:

1. To thank Chrystel St. Ledger for such an informative presentation on T Levels
2. To request the preparation of a briefing note on work experience placements for use by Members so that, as and when the opportunity arises, they can enquire if organisations that they come into contact with in the professional and personal lives could support NewVIc in this respect.

**12 PAY AWARD – TEACHING STAFF**

The Corporation APPROVED the recommended pay award for teaching staff of 5.48% which was 1.48% more than included in the Annual Budget for 2022/23 approved by the Corporation in July 2022.

The overall 5.48% meant that all staff would receive at least 5% with lower paid staff receiving more.

The pay award would be processed by the College with the intention of staff receiving the new salaries in April 2023 if at all practicable.

It was appreciated that 5.48% was less than that sought by the unions and, therefore, the national dispute between the unions and the Secretary of State for Education was bound to continue.

Finally, the Corporation agreed that, when presenting such recommendations in the future, account was taken in the report of the financial implications of the impact on pension liabilities.

**13 AUDIT & RISK COMMITTEE – DRAFT UNCONFIRMED MINUTES OF THE MEETING HELD ON 8 MARCH 2023**

The Corporation received and noted the draft unconfirmed Minutes of the meeting of the Audit & Risk Committee held on 8 March 2023.

The Chair of the Committee highlighted the main issues which had been addressed on this occasion:

* The resignation of Miklos Sarosi and the need to appoint a new Vice Chair of the Committee – this would be addressed at the next meeting in June 2023
* The addition to the Risk Register of a high risk issue – the impact on the College of industrial action by members of staff
* The reports of the Internal Auditors
* The impact of the cyber attack on the College and the support received from JISC
* The training and development of Members of the Committee including the participation of the Chair in the AoC network for Chairs of Audit and Finance Committees

The Principal & Chief Executive reported that the College continued to invest in the technology to support the work of students and staff whilst trying to protect the systems from cyber attacks. Given the pace of change it was acknowledged that it was difficult to keep up to date with developments and risks.

The planned presentation on risks for the meeting of the Corporation on 12 July 2023 would cover the issue in more detail.

**14 FREEDOM OF SPEECH POLICY**

The Corporation APPROVED the Freedom of Speech Policy as required under the provisions of Section 43 of the Education (No 2) Act 1986.

In response to a question from the Staff Member the Executive Director Student Services outlined the approach to checking on proposed external speakers and the subject matter of the session so that the College exercised due diligence before arrangements were confirmed.

**15 WRITTEN RESOLUTIONS**

The Corporation NOTED the Written Resolutions passed since the last meeting:

* Corporation Membership – appointment of Avnesh Pandya as an Independent Member for a period of 4 years as from 1 January 2023
* The response to the NEU following the meeting of the Remuneration Committee on 24 January 2023 – Independent and Parent Members

**16 VICE CHAIR OF THE CORPORATION – APPOINTMENT**

The Corporation AGREED to appoint Jane Lofthouse as the Vice Chair of the Corporation for the period to 31 July 2024.

Members thanked Julia Shelton for covering the role following the resignation from membership of the Corporation of the previous Vice Chair, Joanne Dean.

**17 MEMBERSHIP OF THE CORPORATION COMMITTEES**

The Corporation AGREED to the following appointments for Members to serve on College Committees following recent resignations:

* Audit & Risk Committee – Ebby Maps
* Governance & Search Committee – Jane Lofthouse
* Remuneration Committee – Graham Willson

**18 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.

Risk had previously been suggested and this was planned for the meeting of the Corporation on 12 July 2023.

The Corporation also agreed that it would be worthwhile to provide a briefing on the use of Goggle Docs which would be available prior to the next meeting on 12 July 2023 at 4.30pm. It was recognised that some Members already had a good knowledge in the use of Google Docs and, therefore, Members would be invited to opt in and opt out as they thought appropriate.

**19 CALENDAR OF MEETINGS – 2022/23**

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

* Wednesday 12 July 2023

At this time it is planned to start the meeting 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.

**20**  **USE OF THE COLLEGE SEAL**

The Corporation was advised that it may be necessary to use the College Seal for building works.

Members AGREED to authorise the Chair of the Corporation and one other Member to authenticate the use of the Seal having regard to the provisions of the Instrument & Articles of Government.

The use of the Seal will be reported to the next meeting of the Corporation.

**21 CONFIDENTIAL ITEMS**

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

Given the subject matters to be addressed the Staff Member and, as appropriate, members of the SLT withdrew.

At this point the Clerk to the Corporation left the meeting given his ongoing recuperation from surgery and alternative arrangements were agreed to cover that role for the remainder of the discussion.

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