

The Corporation of Newham Sixth Form College

Minutes of the Meeting held on 26 February 2020

Members

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| Gail May (Chair) | Independent Member | Present |
| Fabiha Ahmed | Student Member | Absent |
| Joanne Dean | Independent Member | Apologies – prior commitment |
| Mandeep Gill | Principal & Chief Executive | Present |
| Elizabeth Harris | Staff Member – Support | Present |
| Sohidul Hoque | Independent Member | Present |
| Julianne Marriott | Independent Member | Present |
| Jay Nair | Independent Member | Present |
| Martin Oakeshott | Independent Member | Present |
| Miklos Sarosi | Parent Member | Present |
| Sultana Shorab | Student Member | Absent |
| Julia Shelton | Independent Member | Apologies - Holiday |
| Rayon Walters | Staff Member – Teaching | Apologies – Child care |

Non-Members in attendance

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|-----------------|---|---------|
| Adrian Cottrell | Interim Director of Finance & Resources | Present |
| Robin Jones | Clerk to the Corporation | Present |

1 PURPOSE OF THE SPECIAL MEETING OF THE CORPORATION

The Corporation NOTED that the Special Meeting had been arranged to consider the Integrated Financial Model submission to the ESFA.

2 APOLOGIES FOR ABSENCE

The Corporation NOTED and ACCEPTED the apologies for absence submitted by Members Joanne Dean, Julia Shelton and Rayon Walters.

It was appreciated that the meeting had been arranged outside of the normal calendar and, therefore, several Members had prior commitments meaning that they could not attend.

3 DECLARATION OF INTERESTS

The Members and the Clerk confirmed that there were no declarations of interest to be recorded on this occasion.

4 INTEGRATED FINANCIAL MODEL

The Chair invited the Interim Director of Finance & Resources to introduce the proposed NewVIc submission to the ESFA of the Integrated Financial Model (IFM) which, it was recalled, had been covered in outline at the meeting of the Corporation on 12 February 2020 so as to start to raise awareness.

The Interim Director of Finance & Resources took Members of the Corporation through the 27 page document on a page by page basis and, in doing so, provided the opportunity for those present to ask questions on the detail and wider context of the IFM. Particular attention was given to:

- The proposed Financial Objectives which drew on the Strategic Plan and other previous deliberations including a range of specific targets and KPIs
- The basis for the projections of learner numbers which showed no growth at this time although maintaining current levels – the change in demographics with increased numbers of young people in the area reaching 16 may see NewVlc attract more students regardless of increasing market share as seen in 2019/20
- The intention to review the current small amount of adult provision to assess if it fitted within the College's education plans
- The level of the pay award was still the subject of national negotiation although assumptions had been made
- The basis of the savings plan which reflected the comprehensive Recovery Plan received and discussed at the meeting of the Corporation on 12 February 2020
- The College was addressing a range of staff roles and planned to appoint to the post of Mental Health Adviser which was currently frozen and also increase the number of people with a safeguarding role given the current and projected continuing student population
- The intention to continue with a comprehensive enrichment programme which was known to be a factor in young people opting to apply to NewVlc particularly as such activities can do so many to supporting wellbeing
- The position with regard to the bank and banking covenants – in the years covered by the IFM the requirements would be met based on current projections
- The importance of building cash reserves to support future capital projects
- The basis of the sensitivity analysis and the key risk analysis

It was recalled that the increase in student numbers in 2019/20 had been achieved largely by more efficient class sizes and not more classes. The College had limited capacity and this had to be taken into account when planning timetables for the coming years so as to avoid overcrowding which could be detrimental to the learning experience. Health and safety considerations also needed to be taken into account including the impact on toilet facilities.

Whilst reviewing the IFM the Corporation was advised that the actual 2020/21 funding allocation had been received earlier in the day from the ESFA. This showed a small difference from the College's own projections which would be checked with the ESFA.

Finally a Member suggested that it was appropriate for consideration to be given to the potential reputational risk for the College of getting to the point of turning young people away on the basis of space even where they met the entry requirements.

The Corporation AGREED following a wide ranging discussion:

1. To APPROVE the Financial Objectives set out in Section 3 of the Integrated Financial Model subject to the addition of an explanation of when and on what basis the KPIs were set
2. To APPROVE the submission of the Integrated Financial Model to the ESFA
3. To look forward to receiving the thoughts of the Executive on the potential reputational risk for the College of refusing places on courses solely because of space limitations.

Finally, the Corporation agreed to thank the Interim Director of Finance & Resources and the Principal & Chief Executive for the preparation and presentation of the Integrated Financial Model.

5 CALENDAR OF MEETINGS – 2019/20

The Corporation NOTED the Calendar of Meetings for the remainder of 2019/20:

- 25 March 2020
- 20 May 2020
- 1 July 2020

In addition, a Special Meeting of the Corporation had been arranged for 2 March 2020 to consider the recommendations of the Selection Panels established to progress the appointments of the Vice Principal Finance & Operations and the Vice Principal Student Achievement & Progress.

All meetings are scheduled to commence at 6.30 pm unless otherwise agreed.

Chair: _____ Date: _____