

Newham Sixth Form College

Corporation

Minutes of the meeting held on 10 October 2018

Present: Gail May (Chair and independent member), Joanne Dean (Vice-Chair and independent member), Julia Shelton (independent member), Jay Nair (independent member), Katharine Young (independent member), Martin Oakeshott (independent member), Rayon Walters (staff member (teaching)), Allison Locke (staff member (support)), Miklos Sarosi (parent member), Mandeep Gill (Principal and Chief Executive Officer)

In attendance: Ray Ferris (Vice Principal), Nick Christoforou (Director of Finance and Resources), Tracy Oko (Director of Student Services), Florah Mugwanya (Interim Finance Manager – for item 3 only), Louise Morton (Quadrant Planning for items 1 and 2(a) only), Sadia Wahida (student observer for items 1 and 2 only), Sabina Ullah (student observer for items 1 and 2 only), Paul Baglee (Clerk)

Apologies for absence were received from Shawab Iqbal and Maisha Rafiq Rania. Apologies for lateness were received from Jay Nair. Julia Shelton and Joanne Dean offered their apologies for leaving the meeting early.

1. Declarations of interest

There were no pecuniary interests declared.

2. Presentation and campus master plan update report

a) Presentation on phase 2 of the campus masterplan

Members received a presentation from Louise Morton of Quadrant Planning, planning consultants appointed by the college, on phase 2 of the campus masterplan. Jay Nair arrived at the meeting during the presentation.

Members were advised that phases 2, 3 and 4 of the campus masterplan would provide for a larger college of up to 32000m² (currently 18000m²). Newham population projections showed that there would be 400,000 residents by 2030 and that it would be the most populated borough in London by 2033.

Phase 2 of the masterplan would provide 16000m² and would cost an estimated £32 million. This would be mostly funded from releasing land on the south side of the site for housing, with the college occupying the north side of the site. Funding and planning consent were key considerations. Early conversations with Newham Council, the planning authority, had been positive and the consultant's recommendation was to move to the pre-planning application stage as soon as possible. There would be an expectation that a proportion of the housing development would provide affordable homes. The proportion of these in any planning consent would be critical to the affordability of phase 2. Current estimates were that the Council would require 35% of the housing development

to provide affordable homes. Additional funding would be required to complete phase 2 and the college could apply for a matched funding grant on a 2:1 ratio from the Greater London Authority (GLA). Consideration to completing phase 3 and 4 and how these might be funded would need to be given at a later date. If planning consent was achieved by February 2020, phase 2 could be built by 2023 and the residential development completed by 2026.

Questions from members (*responses in italics*)

- Why would a developer be prepared to delay releasing a profit from an investment for six years? *This is a common approach for the disposal of college campuses. Developers are prepared to take the risk.*
- What would the funding gap be? *On the basis of a requirement for 35% affordable homes, the funding gap will be £5-6 million. A bid will be made for a GLA grant to help bridge the gap.*
- Why do we need 32000m²? *Phase 2 will provide 16000m². The development could stop at that point with phases 3 and 4 initiated if growth is required and funding available.*
- Who will own the freehold? *The developer will own the freehold.*

At the conclusion of questions, Louise Morton was thanked for her presentation and she left the meeting.

b) Campus masterplan update

Members were updated on the progress with negotiations that continued with ICL to close the accounts on phase 1. ICL had now provided more detailed information about their claims for delays relating to the installation of the gas supply and this is being reviewed by the college's legal and technical teams. In total there were eight items (including the gas supply issue) that were disputed between ICL and the college.

Decisions

Members agreed that:

- **a virtual working group be established consisting of the Chair, Vice-Chair and Principal & Chief Executive Officer to support the work to achieve a settlement with ICL.**
- **as the timescales conditions for the current round of GLA grants could not be met, further work on phase 2 be paused for now**
- **an update on the progress with the ICL negotiations at the awayday on 3 November 2018**

At the conclusion of this item, Sadia Wahida and Sabina Ullah left the meeting.

3. Provisional revenue and capital budget 2017/18

Members received and accepted a report on the provisional revenue and capital budget 2017/18.

Members were advised that the college's draft outturn at the end of the financial year was £276K against a budget of £5k. However, it was noted that the outturn might be further adjusted by a clawback of £26k (minute no. 5(a) refers). There was a variation on non-staff costs in 2017/18 as this was the first year that the new build (phase 1) was operational. These costs could be more accurately predicted from 2018/19 onwards. Members were further advised that when pension adjustments and exceptional items were included, the draft outturn is a deficit of £538k.

There was an underspend on capital expenditure of £215k as projects to relocate staff rooms did not go ahead.

It was anticipated that the college would receive a "good" rating on the Education and Skills Funding Agency financial health measures. The rating is unlikely to return to "outstanding" while the phase 1 loan was repaid. The loan covenant conditions had been met in 2017/18.

At the conclusion of the item Florah Mugwanya was thanked for her report and she left the meeting.

4. Outcomes for 2017/18 against performance targets

Members received and considered a report on the outcomes for 2017/18 against performance targets.

Members were advised that overall achievement was 1% up on 2016/17 and exceeded the development plan target. These results represented the college's best ever achievement. A-level pass rates and Level 3 vocational achievement remained high. High grade passes at English GCSE were ahead of target at 47%, but the target for maths GCSE had not been achieved and the value-added (ALPS) measure had declined for A-level courses to level 6 (level 3 for vocational courses).

The college was now at the end of its Ofsted inspection cycle and these results would provide a good base for inspection.

Questions from members (*responses in italics*)

What would Ofsted make of a drop in A-level value-added? *Inspectors would ask for an explanation. The college was analysing the individual grade outcomes so that it was in a position to respond.*

Is ALPS a fair measure for NewVIc students? *Deprivation indicators are higher for NewVIc students, but we couldn't argue that ALPS was unfair. ALPS is a national comparator and the Association of Colleges will provide data that will compare student performance in similar areas. Ofsted are interested in progress and the college has evidence of this through data on internal and external progression.*

5. Principal and Chief Executive Officer's report

Members received and considered the Principal and Chief Executive Officer's report.

- a) **Ofsted** - a new inspection framework would be introduced in 2019 focusing on progression and a greater emphasis on safeguarding. Consultation on the new framework would be launched shortly.

Action: members to be advised of the consultation launch and asked to familiarise themselves with the proposals.

- b) **English and maths GCSE** – it was important to build student confidence about their ability to do well in these subjects. A new approach has been taken to the timetable this year and attendance at lessons had improved. However, members noted maths lesson attendance had declined when testing was scheduled. Confidence building was therefore an ongoing task.
- c) **Late arrivals project** – this was a local authority programme delivered by NewVlc for year 10 and 11 students who were newly arrived. Funding was under threat and that could lead to a reduction in income for the college of £180k.
- d) **Pension contributions** – employer teacher pension contributions were scheduled to rise from September 2019 from 16.48% to 23.6%. This would have a significant impact on the college budget.
- e) **Enrolment** – to date 2445 students had been enrolled. This is above the funding target providing the students were retained until the census date at the end of October. Members noted that there were further income related retention issues for students on a two year programme. Any student who leaves before 30 June of their first year will only attract 50% of the funding.
- f) **Performance indicators** – Members noted that the college had not met its targeted spend for adult provision and the underspend (£25.5k) would be clawed back. This budget would be better utilised in the future.
- g) **Data dashboard** (8.4) student satisfaction ratings had dropped from 94% to 90% - a further analysis would be carried out to find out the reasons. (10.1) the staff turnover figure for 2017/18 was 4.6 and (10.2) and sickness absence level was 4.4 days. Both of these indicators were ahead of target.

Action: staff indicators to be benchmarked against Association of College's data.

Action: financial health definitions to be fully explained (section 9)

6. 2017/18 quality improvement action plan outcomes

Members received and accepted a report on the 2017/18 quality improvement action plan outcomes.

Members were advised that the targets for most areas would be carried forward to the 2018/19 action plan.

Action: members asked that consideration be given to including targets for high grade A-level and BTEC passes and grade 5 passes at GCSE English and maths.

7. Review of courses requiring improvement

Members received and considered a report on the 2018 outcomes for the courses requiring improvement.

Members were advised that seven out of the 12 courses requiring improvement in 2017/18 had improved sufficiently to be removed from the list. A-level English Literature (low value added), A-level Government and Politics (low value added), 90 credit sport (low achievement), 90 credit science (low value added) and GCSE maths (low achievement) would remain.

8. Travel, tourism and sport

Members received and considered a progress report on travel, tourism and sport.

Members were pleased to learn that, although 90 credit sport results were below national pass rates, there had been sufficient improvement in the programme area for it to be self-assessed as “good”.

Action: members asked that their congratulations be passed onto the team and the senior leadership team link for the improvements achieved in 2017/18.

9. Annual safeguarding report

Decision: members received and accepted the annual safeguarding report

Action: members acknowledged that college management reviews the child protection policies of organisations that apply to let the college facilities. Only organisations that had appropriate child protection and safeguarding policies, as approved by the assistant principal student services, should be permitted to let the college.

10. British values and Prevent

Members received and accepted an update report on the progress with the corporation's six key British Value and Prevent aims.

Action: members to be invited to involved in the assessment of student understanding of British values and Prevent.

11. Link member appointments 2018/19 and reports

Members received and considered a report on link member appointments 2018/19 and received visit reports on health and safety, safeguarding and marketing (this report was tabled at the meeting). Members noted that there would be a presentation from marketing at the next meeting.

Decisions:

Members agreed that:

- **link member appointments should continue for 2018/19**
- **an appointment should be made to the employment and enterprise strategy link following Wendy Bower's resignation as a member of the corporation.**
- **a more detailed role description should be prepared for each link position and a programme of visits should be scheduled.**

Julia Shelton left the meeting at the conclusion of this item.

12. Review of committee and steering group memberships

Members received and considered a report on the corporation's committee structure and memberships.

Decision:

Members agreed that:

- **The current structure of an audit & scrutiny committee, governance & search committee and campus masterplan steering group should be maintained, but that the role and responsibilities of the steering group should be reviewed as part of the phase 2 preparations; following which members would be appointed.**
- **The membership of the audit and scrutiny committee should be: Jay Nair (chair), Miklos Sarosi, Katharine Young, Martin Oakeshott, Shawab Iqbal and Daniela Jung (co-opted member)**
- **The audit & scrutiny committee chair be given the authority to appoint corporation members to be committee. In this connection, it was noted that staff members were now prohibited from being committee members. Allison Locke was thanked for her contribution to the committee.**
- **The membership of the governance & search committee should be: Gail May (chair), Joanne Dean, Julia Shelton and the Principal & Chief Executive Officer.**

13. Corporation 2018 self-assessment review

Members received and accepted a report on the corporation 2018 self assessment review.

Members were advised of the progress already made in conducting the review and that further work would be undertaken at the development day on 3 November 2018.

14. Annual risk report and proposed risk register

Members received and considered the annual risk report and proposed risk register as recommended by the audit & scrutiny committee.

Decision: members agreed to receive the annual report and accept the risk register subject to the addition of:

- **a contracts register risk**
- **a further mitigating action to the “Ofsted judgement less than ‘good’” risk to assess shifts in inspection priorities.**

Joanne Dean left the meeting at the conclusion of this item.

15. Health and safety update

Members received and accepted a health and safety update report.

Members were advised that the college had further strengthened security by introducing a knife arch. As well-being was also assessed as part of the health and safety monitoring, staff absence data and occupational health referrals would be collected.

16. General Data Protection Regulation update

Members received and accepted an update report on the implementation of the data protection arrangements that were compliant with the General Data Protection Regulation.

Members were advised that six of the eight internal audit recommendations had now been implemented and final two were in progress. An internal committee had been established and the external data protection officer had visited the college and attended the committee.

17. Internal audit annual report 2017/18

Decision: on the recommendation of the audit and scrutiny committee, the annual report of the internal auditors for 2017/18 was accepted.

18. Strategic internal audit service and operational plan 2018/19

Members noted that the audit & scrutiny committee had amended and approved the internal audit service operational plan for 2018/19.

19. Minutes of the meeting held on 2 July 2018

The minutes of the meeting held on 2 July 2018 were agreed as an accurate record and signed by the Chair.

Matters arising:

a) Decision tracker

Members received an update on progress with the decisions and actions agreed at the last meeting. They noted that progress had been made in updating the Governor pages on the college's website and that new reflection and faith room would be open from mid-November.

20. Minutes of the meeting of the governance and search committee held on 2 July 2018

The governors received and noted the minutes of the governance and search committee held on 2 July 2018.

21. Minutes of the audit and scrutiny committee held on 10 September 2018

The governors received and noted the minutes of the audit and scrutiny committee held on 10 September 2018.

22. Meeting dates 2018/19

Autumn Monday 3 December 2018

Spring Wednesday 13 February 2019 Monday 25 March 2019

Summer Wednesday 22 May 2019 Monday 1 July 2019

All meetings start at 6.30pm

23. Supporting Newham schools

Members were advised that a number of Newham secondary schools had closed for an extended period while the buildings were fumigated against an infestation of false widow spider. The Principal and Chief Executive Officer reported that the college had provided accommodation in the LRC to year 11 students from Lister and plans were in place to allow Rokeby students to use the Sports Hall.

24. Allison Locke

Allison Locke's term of office as the support staff member was due to end on 24 October 2018. Members thanked Allison for her contribution to the corporation.

25. Confidential briefing

The corporation staff members and members of staff withdrew for this item.

Corporation members received a confidential briefing from the Principal and Chief Executive Officer.