

Newham Sixth Form College

Corporation

Minutes of the meeting held on 13 February 2019

Present: Gail May (Chair and independent member), Joanne Dean (Vice-Chair and independent member), Julia Shelton (independent member), Jay Nair (independent member), Martin Oakeshott (independent member), Julianne Marriott (independent member), Rayon Walters (staff member (teaching)), Miklos Sarosi (parent member), Maisha Rafiq Raina (student 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), Ariba Maqsood (Student observer), Paul Baglee (Clerk)

Apologies for absence were received from Katharine Young, Shawab Iqbal and Sadia Wahida.

1. **Declarations of interest**

There were no pecuniary interests declared.

2. **Principal and Chief Executive Officer's report**

Members received and considered the report of the Principal and Chief Executive.

a) Ofsted inspection framework consultation

Members were advised the revised Ofsted inspection framework proposed some significant changes and these were currently subject to consultation. A new 'quality of education' judgement would be introduced. This focused on the planning and delivery of the curriculum and incorporated teaching, learning & assessment, and attainment & progress. It was also proposed that 'personal development' and 'behaviour and attitudes' would be separate judgements. Woodhouse Sixth Form College had received a pilot inspection and had reflected on the difficulty that the inspectors experienced in objectively assessing whether the curriculum was right to make the 'quality of education' judgement.

Action: members were encouraged to make a response to the consultation. The Principal agreed to circulate his response to show his view of the proposals.

b) Courses

Members were advised that the GLA had been given the devolved responsibility for adult education across London. Colleges would need to deliver courses to a minimum fees value of £100k to receive funding. NewVIc currently delivered courses with a fees value of £27k, so this funding was likely to be lost. Under the new rules colleges could only deliver adult courses to students who lived in the area covered by the delivery authority, i.e. London.

Members were also advised that the DfE had asked colleges for expressions of interest in delivering T-Levels. NewVIc was looking at delivering 'Construction'.

Members questions (*responses in italics*)

- For adult courses does the college attract students from outside of London?
We are likely to lose our adult funding. Students from outside of London who have started courses can complete them, but we could not take new students from out of area once the new funding arrangements start.
- Why is colleges' share of the apprenticeship market decreasing?
There are a significant number of private providers that now offer apprenticeships. Also some employers are now delivering apprenticeships training in-house.
- Will T-Levels stick?
These are intensive programmes that will probably need to adapt to survive. Due to the intensity of the programme, especially students require a GCSE English or maths, Greater consideration needs to be given to student well-being.

c) Further Education funding

Members were advised that the Further Education funding remained inequitable when compared to schools funding and the Principal reported he had responded to a DfE consultation in this respect. Signatures were received on the public petition which prompted a Parliamentary debate. Increased funding rates in Further Education funding were supported by 164 MPs.

d) Pay award

Members were advised that further negotiations were taking place on the pay award. They were reminded that the college had made provision for a 1% award, but the Sixth Form College Association was considering a higher award of between 1.5% to 2%. A majority of colleges had indicated that this was affordable.

e) Open day

Members were advised that 200 more students had attended the Open Day on 26 January 2019 than attended the same event in 2018.

f) Good news

Members were pleased to learn that Jodie Fink had won the Inspirational Support Staff Award. This was part of the national Above and Beyond Awards. Two students had been nominated for different awards.

3. Management accounts to December 2018

Member received and considered a report on the management accounts to December 2018. They noted that the mid-year accounts were being prepared. These contained a greater level of analysis and would be circulated when complete.

In terms of the accounts to December 2018, members were advised that the year to date forecast was £352k favourable as a result of lower pay costs and depreciation charges than anticipated. This supported a lower end of year deficit than budgeted at £-31k. Work was underway to identify further savings, particularly on agency costs, ICT, utilities and cleaning.

Members noted the difficulties experienced by the college in agreeing High Needs income with the London Borough of Newham. Councillor Marriott acknowledged this and assured members that the Council was working hard to put their processes right.

Members' questions (*responses in italics*)

- What account has been taken of the pay award in the pay costs? *We anticipated a 1% pay increase and this is included in the forecast. If the settlement is more than 1% additional monies will need to be found to fully fund the pay award.*
- What is the financial position with High Needs income? *The college budgeted for £645k income and we are likely to receive approximately £174k less. We have been able to manage our costs to compensate for this. The negotiations to get to this stage have been very difficult, but we are hopeful we can now establish better working relationships with the new lead officer.*
- What is the position with cashflow? *There are no issues with cashflow. The current forecast shows that there should be £1.6m at the end of July 2019.*

Action: Members to receive the mid-year accounts to provide for a greater level of analysis

Action: The interim Finance Manager to check the salary point that vacant posts are budgeted for

Decision: members agreed to accept the management accounts to December 2018.

Members noted that as Abena Rodman-Tay was due to return from maternity leave in May 2019, Florah Mugwanya's assignment would come to an end. Members thanked Florah for new work as interim finance manager and wished her well for the future.

4. College self-assessment

Members received and accepted the final version of the college self-assessment report for 2017/18.

Members were advised that the report and the quality improvement action plan targets reflected the Ofsted findings. They were pleased to note that business support areas self-assessments were included in the report.

Action: progress against the quality improvement action plan targets should inform quality link member visits.

Action: consideration should be given to starting the corporation's self-assessment earlier to be more closely aligned to the college's processes.

5. Annual report on staffing and performance

Members received and accepted the annual report on staffing and performance.

Members questions (*responses in italics*)

What action has been taken to increase the number of BAME managers. *The reduction in the number of middle management posts has generally led to fewer opportunities. However, we organised an aspiring managers course with 24 attendees and we have arranged for BAME staff to attend aspiring senior leadership training. We have also looked in detail at our recruitment processes. Candidate's personal details are removed from the short-listing process so we are content that there is no unconscious bias.*

Members suggested that the college should seek feedback from potential candidates who did not apply for posts and that aspiring BAME managers could be supported through shadowing arrangements with senior colleagues or secondments in the London Sixth Form College Partnership.

Action: future reports to include details of staff development outcomes and the impact of these.

Action: future reports to include AoC and SFCA benchmark information

6. Annual report on compliance with SEN/D code of practice

Members received and accepted the annual report on compliance with the SEN/D code of practice. They noted that Shawab Iqbal, the equality and diversity link, would meet with the Director of Student Services to review the report.

Members were advised that the college was trialling a different model to support literacy and numeracy for additional needs through final year university student volunteers. This was proving to be successful.

Action: quality link learning walks to visit entry level classes in the summer term.

7. Student destinations final report

Members received and accepted the updated student destinations report.

Members were pleased to note that the data was 95% complete for 2018 leavers. This was a record return and supported the decision to out-source some of the data collection.

Action: the final report to be circulated electronically

Action: percentages to be added to data tables

8. Campus masterplan update

Members received and considered an update report on the campus masterplan.

Members were advised that the phase 1 contractor was in the process of completing the defects work so that the final payment could be made at the end of March 2019. As the settlement figure was higher than the contracted fee, additional fees had been submitted by the architect. Detailed costs had been requested so that this claim could be properly assessed.

A response was expected shortly from London Borough of Newham planners on the pre-application for phase 2. The outcome would be reported to the next meeting and if the planning application was likely to be successful, a corporation subgroup would need to be established to oversee the project. Draft terms of reference would be prepared with an indication of the frequency of meetings.

Members questions (*responses in italics*)

- Would the link become more habitable if phase 2 proceeds? *Climate control equipment would be installed in phase 2/3.*
- Could the canteen space be used as the student common room when the meals service has ended? *The Director of Finance and Resources is meeting with the Student Union on 14 February and he would be happy to consider this and other suggestions.*

9. Link members

Members received and noted quality link member reports from visits on 23 and 24 January 2019.

Action: the focus for future learning walks to be agreed in advance and report protocols to be established.

Decision: Katharine Young to be appointed as the safeguarding link and Rayon Walters as the health and safety link.

10. Monitoring

Decision: members received and accepted reports on DfE comparative performance data, GCSE English and maths progression and courses requiring improvement.

Members noted that the DfE data was not aligned with the college's course offer. The data therefore reported on the performance of a small number of students.

11. Review of instrument & articles of government and college standing orders

Members were advised that the review of the instrument and articles of government and college standing orders would be completed before the end of the academic year.

12. Minutes of the meeting held on 3 December 2018

The minutes of the meeting held on 3 December 2018 were agreed as an accurate record and signed by the Chair.

13. Minutes of the meeting held on 14 January 2019

- 14.** The minutes of the meeting held on 14 January 2019 were agreed as an accurate record and signed by the Chair.

15. Minutes of the meeting of the governance and search committee held on 14 January 2019

The governors received and noted the minutes of the governance and search committee held on 14 January 2019.

16. Meeting dates 2018/19

Spring Monday 25 March 2019 - 6pm to 9.30pm

Summer Wednesday 22 May 2019 Monday 1 July 2019

All meetings, other than 25 March 2019, to start at 6.30pm

16. Confidential item

Staff members, other than the Principal and Chief Executive, and senior members of staff withdrew for the confidential item recorded in appendix 1.

Corporation decision tracker – 13 February 2019

Issue	Decision/Action	Who actions	Date completed
Ofsted consultation	Members to consider responding to consultation	Corporation	
	Principal to circulate consultation response	MG	
Self-assessment	QIAP targets should inform quality link visits	RF	
	Consideration to be given to starting Corporation self-assessment earlier	G&S Cttee	
Annual report on staffing and performance	Future reports to include details of staff development outcomes and the impact of these	RF	
	Future reports to include AoC and SFCA benchmarks	RF	
Student destinations report	Final report to be circulated electronically	TO	
	Data tables to include percentages	TO	
Link members	The focus for learning walks to be agreed in advance and report protocols to be established	RF	
	Katharine Young appointed as safeguarding link and Rayon Walters as health and safety link	Clerk	13 Feb 19
Monitoring	Monitoring reports accepted on DfE comparative performance data, GCSE English and maths progression and courses requiring improvement.	RF	13 Feb 19

Carried forward from 14 January 2019

Issue	Decision/Action	Who actions	Date completed
Data dashboard	Dashboard content to be reviewed	MG	C/fwd
LSFCP	Governors/clerks from other GBs can be invited to attend meetings	PB	C/fwd
ESFA CEO letter	Management account KPIs to be reviewed for next version of data dashboard	MG	C/fwd
British Values & Prevent	Governor visit to be organised to new reflection and faith room when opened	TO	C/fwd
GB standing orders	To be reviewed	PB	C/fwd
Marketing update	Governors' pages on college website to be updated and re-purposed	PB/AC	C/fwd

Appendix 1

Confidential minute of the Corporation meeting held on 13 February 2019

(for circulation to all members other than staff and students)

1. Staffing structure

Decision: in light of the college's projected three year financial position and sector benchmarks, members agreed that a review of the staffing structure should take place in 2019/20 to ensure that the costs were sustainable in the longer term. The Principal was asked to begin to map the review process.

Decision: the Principal should carry out and implement a review of tutoring in the current financial year.