

## **Newham Sixth Form College**

### **Corporation**

#### **Minutes of the meeting held on 21 May 2018**

**Present:** Gail May (Chair), Jay Nair, Julia Shelton, Joanne Dean, Wendy Bower, Katharine Young, Martin Oakeshott, Shawab Iqbal, Rayon Walters, Miklos Sarosi, Eddie Playfair

**In attendance:** Ray Ferris (Vice Principal), Nick Christoforou (Director of Finance and Resources), Tracy Oko (Assistant Principal Student Services), Abena Rodman-Tay (Finance Manager), Maisha Rafiq Raina (Student Observer), Paul Baglee (Clerk)

Apologies for absence were received from Terry Paul, Allison Locke, Omari Ledeatte-Williams and Habib Rahman.

#### **1. Declarations of interest**

The Chair declared an interest in the East London Skills and Employment Federation and she withdrew from the meeting while this item was considered (minute no 9 (c) refers).

#### **2. Appointment of Principal and Chief Executive Officer - confidential**

With the exception of the Clerk, all those in attendance who are not members of the Corporation and the Principal withdrew from the meeting for this item.

Members received and considered a report on the recommendation of the Selection Panel for the appointment of the Principal and Chief Executive Officer. This report was tabled at the meeting.

Members were advised that the Selection Panel had conducted a thorough selection process, supported by AoC Create. The Panel had met weekly over the last few months to prepare the recruitment pack and set the selection arrangements. The post was advertised on 9 April 2018 and 16 applications were received. Seven were shortlisted and five accepted the invitation to attend the selection process on 17 and 18 May 2018. On 17 May 2018 each candidate was interviewed by the selection panel and they were asked to conduct a presentation. They also met with representative groups of staff and students as well as external stakeholders and they carried out a finance & data exercise and prepared a written assignment. Three candidates were invited for final interview on 18 May 2018. Each candidate was asked to conduct a further presentation and then had an extended interview.

Following this the Selection Panel agreed that Mr Mandeep Gill should be recommended for appointment. He is currently a Deputy Principal at a Further Education college.

**Decision: members consider the Selection Panel's and unanimously agreed that:**

- 1. Mr Mandeep Gill be appointed as the Principal and Chief Executive, subject to the satisfactory completion of all pre-appointment checks.**
- 2. The Chair be given delegated responsibility for agreeing the terms and conditions of appointment in relation to contract of employment, starting salary and relocation package within the following parameters:**
  - **The salary is within the Principal's pay spine with the expectation that the starting salary is at the bottom of the scale.**
  - **The current AoC sample: Chief Executive Contract: Senior Post-Holder be used as the contract of employment with the insertion of the College specific terms into the discretionary fields as set out in Annex A to the report, subject to clarification from the AoC regarding the clause on working hours.**
  - **Any relocation package is within the contextual advice from the HR Service.**
- 3. The Selection Panel agree the probationary targets**
- 4. The Chair supported by one other member and the Head of HR to manage the probationary process and recommend confirmation in post (or termination) at the end of the probationary period**
- 5. The Governance and Search Committee designs an appropriate induction programme and approves a senior postholder probation package**
- 6. The appointment decision should remain confidential until Mr Gill had accepted his contract of employment.**

Members were advised that Mr Gill was required to give three months notice to his current employer. This should mean that there was an opportunity for a short crossover period before the current Principal retires.

The Chair thanked the members of the Selection Panel for their commitment to the task over the last three months. She also thanked Jay Nair for his involvement in the selection arrangements on 17 May and the college staff and students for their involvement in and support for the selection process. Members were pleased to learn that all the candidates had commented on a positive experience.

The Principal and senior college staff were invited to return to the meeting to be briefed on the decision and advised of the need for confidentiality until the formal announcement of Mr Gill's appointment could be made.

### **3. Announcements**

The Principal made two announcements.

Members were advised that a second year IT student has been reported missing in week commencing 14 May 2018. The Police had found a body and early identification had indicated that this was the student. The Principal explained that he had spoken to department staff and the students in the tutor group who were very disturbed by the news. Counselling services were in place.

This was a promising and successful student and his loss would be profoundly felt. Once final confirmation of his identity had been received all students would be advised and a fitting way would be found to commemorate his life. A decision would be made on whether the examination board should be advised in terms of the potential impact on student performance.

**Action: Members agreed that a letter should be sent on behalf of the Corporation to pass on their condolences to the student's family**

Members were also advised that the Head of HR had been taken ill while on holiday. Her condition was described as serious and she could not be returned to the UK until her health improved. She is expected to make a full recovery.

**Action: Members agreed that the Corporation's best wishes should be sent.**

#### **4. Presentation on budget setting process**

Members received a presentation on the budget setting process.

Members were reminded that college funding was lagged, so 2018/19 income was based on student numbers in 2017/18. Members were advised that the budget setting process starts with the enrolment process at the beginning of the previous year. As over 90% of the college's income is based on student numbers the final enrolment figures provide a clear indication of the likely budget. A sensitivity analysis is conducted to assess the robustness of the income, how it compares to the current budget and the impact on the college's development priorities. Student numbers and staffing ratios are then assessed for each course to determine whether there are surplus or deficit staff numbers and how the right balance can be achieved. Also as part of this process, other efficiency savings are assessed in terms of support staff and non-pay costs against the opportunities to generate additional income.

Members noted that the college was currently assessing expenditure in the skills centre. There were high staff costs in this area, but low take-up by the students targeted for support.

**Action: presentation slides to be circulated to members**

**Action: for future presentations, slides to be included with the meeting papers**

**Action: effectiveness of skills centre to be reviewed and alternate models to be considered to reduce costs and encourage greater student take-up**

#### **5. Budget strategy and outline budget 2018/19**

Members received and accepted a report on the budget strategy and outline budget for 2018/19.

Members were advised that the college remained committed to maintaining financial stability and at least producing a balanced budget. Although student numbers were expected to rise in 2018/19, there would be a shortfall in income of £755k if spending is not reduced. The college was now concluding the processes described in the presentation to prepare the final draft budget for 2018/19.

**Action: 2018/19 budget to be presented to the next meeting.**

## 6. Campus masterplan and estates update

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

Members were advised that agreement had yet to be reached on the final account for phase one. The college's advisers had carried out a review of the contractor's claims and had concluded that the college was not liable to pay the sums demanded. Progress had been made between the college's and contractor's project teams in closing off outstanding items, but these outcomes were not accepted by the contractor's senior managers. A further meeting with the Managing Director was due to take place on 25 May 2018. The threat of adjudication remained and the college's position remained that it was prepared to challenge the contractor's claims at adjudication. In the event of this threat been realised, members were reminded of the following decision taken at the meeting of 26 March 2018.

**Decision (26 March 2018): the members agreed that strategy to resolve the dispute should be drafted and circulated to all members for comment. The Chair would be authorised to accept the strategy on behalf of the Corporation, unless there was dissent from any member. In the event of dissent a special meeting of the Corporation would be called.**

Members were also provided with an update on the progress with phase two. The significant news was that there was a potential issue regarding the housing density of the land that could be re-sold. This could lead to a £5m shortfall in the income required. The college's consultants would seek Newham Council's view of the project before a pre-planning application meeting took place.

Members noted that tenders for the work on the Learner Services Hub were due in week commencing 28 May. Contracts would be let in June for works to commence in July.

### **Members question (*responses in italics*)**

What lessons were learnt from phase one? *There was insufficient contingency and we needed a full-time project manager. Also it was clear at the outset that the contractor could not deliver the project within the agreed financial limit. A value-engineering process provided a partial resolution, but the option to halt and go out to tender again was not properly considered.*

## 7. General Data Protection Regulation update

Members received and accepted an update report on the implementation of the General Data Protection Regulation.

Members were advised that for the first year, Newham Partnership Working Ltd had been appointed as the Data Protection Officer. The college's internal auditors had carried out a review of the college's preparedness and the interim recommendations, which were most advisory, were circulated – the final report would be considered by the Audit and Scrutiny Committee. An update of the college's action plan was also provided. The college anticipated that it would be 95% compliant by 25 May 2018 when the regulation come into force.

**Action: college to check with the DfE whether 95% compliance by 25 May 2018 was sufficient.**

**Action: the Corporation member place to be removed from the membership of the college's data protection committee.**

**Action: members' privacy statement to be issued**

## **8. Health and safety annual report**

Members received and accepted a detailed annual report on health and safety.

Members were advised that the college had made significant progress in meeting its health and safety priorities. Members noted that there were a total of 15 reportable accidents in 2017/18, none of which were life threatening or led to serious injuries. Fire risk assessments had been completed and the programme of departmental reviews and follow-up visits had been carried out. Good progress had also been made against the priorities identified from the internal audit visit.

Members were also advised that security had been a key focus. The internal security team had been strengthened. Students were searched more frequently and a knife arch was used when it could be administered by the local police. Members noted that the London Mayor had made a commitment for police officers to be based in schools. The Principal was keen to lobby for the same level of resources to be allocated to colleges. The college's commitment to playing a key role in developing solutions to keep Newham young people safe would also be raised with the new Mayor of Newham.

**Action: future reports to include details of near misses in addition to accident reporting.**

## **9. Principal's report**

Members received and considered the report of the principal.

### **a) Key performance indicators 2017/18 and provisional allocation 2018/19**

Members were reminded that there was a shortfall of 161 students against target in 2017/18. This had led to a reduction in the income for 2018/19. The proposed budget plan would be presented to the next meeting. The aim was to at least set a balanced budget for 2018/19.

### **b) Student recruitment and marketing update**

Members were provided with updated student recruitment figures. There were currently 2268 applications (2109 same period in 2017), with 988 A-level applicants (783). Interviews were continuing and 100 more offers had been made compared to the same period in 2017.

Members noted that applications needed to be converted into enrolments for these figures to be confirmed, but current data indicated that the student growth target of c.50 was realistic.

**Action: members to receive a monthly update on the progress with student recruitment**

### **c) East London Skills and Employment Federation**

The Chair declared an interest in this item as it involved the University of East London, her employer. She withdrew from the meeting

Members received a proposed memorandum of understanding between the University of East London and a number of east London further education and sixth form colleges, including NewVIc, to create the East London Skills and Employment Federation. Those colleges involved would not incur any costs and there would be no impact on their governance arrangements.

**Decision: members agreed that the college should be a signatory to the memorandum of understanding, subject to a review by the solicitors for reassurance regarding the college's liabilities and an acknowledgement that the college would continue to build partnerships with a range of universities for the benefit of student aspiration and choice.**

The Chair returned to the meeting at the conclusion of this item.

### **d) Partnerships**

Members were advised that the Principal was due meet with the Vice Chancellor of Middlesex University on 22 May 2018 to discuss the possibility of NewVIc been added to the university's list of associate colleges. Currently this was the most popular higher education destination for NewVIc students.

The Principal also reported that the Director of the London Sixth Form Partnership had been appointed as the Principal of B-six. Therefore a job description would be drawn up for a new director and the post would be advertised. Members were advised that at the Governor Liaison Group, governors from other colleges had asked about the value for money from being involved in the partnership. Members considered that it would be helpful for the Corporation to know this.

**Action: Principal to report on the benefits to NewVIc of its membership of the London Sixth Form Partnership.**

## **10. Quality improvement plan update**

Members received and accepted an update report on the quality improvement plan.

Members noted that predictions for level one and two English are higher than last year's outcomes, but below the GCSE target. Attendance in English had improved by 4% and by 1% in maths. There were additional interventions in level two vocational courses to help students improve their outcomes.

## **11. Courses requiring improvement**

Members received and accepted an update report on courses requiring improvement.

Members were advised that overall 8 of the 12 courses are on track to improve, including GCSE English. Level two science remained a cause for concern and interventions were in place to support the students at risk.

## 12. Travel, Tourism and Sport update

Members received and accepted an update report on Travel, Tourism and Sport.

Members were pleased to learn that four of the six courses were on track to meet or exceed national rates. Interventions had been put in place to support the at risk students on the other two courses. If the predictions were realised, this area would be graded as “good” in the next self-assessment.

## 13. Link reports

The members received and noted a quality link reports from Joanne Dean following a visit that she, Miklos Sarosi and Julia Shelton had made to Travel, Tourism & Sport and English & maths on 2 May 2018. They also received a report from Gail May to review the Single Central Record and discuss training she had recently received.

## 14. Agenda planning cycle

Members were advised that there would be a presentation on Ofsted inspection preparations at the next meeting.

## 15. Minutes of the meeting held on 26 March 2018

The minutes of the meeting held on 26 March 2018 were agreed as an accurate record and signed by the chair.

## 16. Meeting dates 2017/18

Members agreed that the final meeting of the year should take place on Monday 2 July 2018 at 6.30pm.

## 17. Meeting dates 2018/19

Members agreed the following meeting dates for 2018/19.

Autumn	Audit & Scrutiny	Mon 10 September 2018
	Governance & Search	Wed 10 October 2018
	Corporation	Wed 10 October 2018
	Audit & Scrutiny	Wed 14 November 2018
	Governance & Search	Mon 3 December 2018
	Corporation	Mon 3 December 2018

Spring	Governance & Search	Wed 13 February 2019
	Corporation	Wed 13 February 2019
	Audit & Scrutiny	Wed 26 February 2019
	Governance & Search	Mon 25 March 2019
	Corporation	Mon 25 March 2019

Summer	Governance & Search	Wed 22 May 2019
	Corporation	Wed 22 May 2019
	Audit & Scrutiny	Wed 5 June 2019
	Governance & Search	Mon 1 July 2019
	Corporation	Mon 1 July 2019

All meetings to start at 6.30pm other than Governance & Search Committee which starts at 5.30pm.



**Appendix 1**

**Corporation decision tracker – 21 May 2018**

<b>Issue</b>	<b>Decision/Action</b>	<b>Who actions</b>	<b>Date completed</b>
Appointment of Principal and CEO	<b>Selection Panel recommendation accepted</b>	<b>Corporation</b>	<b>21-5-18</b>
	Appointment to be confirmed and terms and conditions finalised	Chair	4-6-18
	Probationary targets to be approved	Selection Panel	
	Approve senior postholder induction programme	Governance & Search Cttee	
Announcements	Condolence message to be sent to deceased student's family	Clerk	
Budget setting process presentation	Slide to be sent to members	NC/AC	23-5-18
	Effectiveness review of Skills Centre review to be conducted	NC	
GDPR	College to check with DfE to see if 95% compliance with GDPR at 25 May 2018 is sufficient	NC	
	Corporation member place to be removed from DPO cttee membership	NC	
	Members' privacy statement to be issued	NC/AC	
Health & Safety annual report	Future report to include data on near misses as part of accident reporting	NC	
Student recruitment	Members to be provided with monthly updates	TO	
East London Skills and Employment Federation	Memorandum of Understanding to be review by college solicitors	EP	
London Sixth Form Partnerships	Report to be prepared on benefits of membership to NewVIc	EP	

**Carried forward from 26 March 2018**

<b>Issue</b>	<b>Decision/Action</b>	<b>Who actions</b>	<b>Date completed</b>
Safeguarding and Prevent	British vales and Prevent targets to be added to the development plan summary	EP	C/fwd
Management accounts	Consider whether EHC Plans should be a condition of admission for High Needs students	TO	C/fwd
Campus Masterplan	<b>Strategy to resolve dispute to be circulated to all members for Chair approval if the college is subject to adjudication</b>	NC	C/fwd

<b>Issue</b>	<b>Decision/Action</b>	<b>Who actions</b>	<b>Date completed</b>
QIAP	Overarching report to be produce that provides details of high level actions to improve quality across all college departments, including business support. For further consideration in July 2018	RF	C/fwd
Data Dashboard	HR data to be added to future report	RF	C/Fwd
	RAG rating for student attendance to be reduced to Amber	TO	C/fwd
Learning and behaviour policy	AoC to be asked to provide national benchmarking data on attendance	TO	C/fwd (Principal's rpt)
LSFCP	Governors/clerks from other GBs can be invited to attend meetings	PB	C/fwd
Curriculum strategy	List of likely Ofsted issues to be compiled	RF	C/Fwd
Annual staffing report	Staff surveys to be conducted	RF	C/fwd
	HR strategy to be linked to staff performance to support workforce development		
	AoC benchmarks to be considered for future annual staffing reports		
Quality link member meeting cycle & events	Annual calendar of key events and quality link meetings to be published	AC	C/fwd
ESFA CEO letter	Management account KPIs to be reviewed for next version of data dashboard	EP/NC	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