

Newham Sixth Form College

Corporation

Minutes of the meeting held on 26 March 2018

Present: Gail May (Chair), Jay Nair, Julia Shelton, Joanne Dean, Martin Oakeshott, Shawab Iqbal, Rayon Walters, Omari Ledeatte-Williams, Miklos Sarosi

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

Apologies for absence were received from Eddie Playfair, Terry Paul, Katharine Young, Wendy Bower, Allison Locke and Habib Rahman.

1. Declarations of interest

There were no interests declared.

2. Presentation on Safeguarding and Prevent

The members received a presentation on safeguarding and Prevent.

The members were advised that Tracy Oko was the dedicated safeguarding lead for the college, Terry Paul was the safeguarding link and that Gail May was the former safeguarding link. There were over 77000 young people in Newham under the age of 18. This was a growing demographic that currently made up 25% of the local population. 33% of these young people live in poverty and the local triage team deals with approximately 28000 referrals per annum relating to domestic violence, child sexual exploitation and Prevent and radicalisation. The local challenges were increases in criminal exploitation, affecting children from all backgrounds from as young as 11 years of age, knife crime, acid attacks and hate crime.

The college had responded to this by training staff on gangs and criminal exploitation, sustaining and developing the work on Prevent and delivering tutorials on hate crime with the support of UEL students. The college is also part of local and regional networks and has access to specialist advice and guidance. In addition to regular reporting and meetings with the safeguarding link, members were reminded of the arrangements in place to keep them updated on safeguarding and Prevent issues.

Members' question *(response in italics)*

Are the actions the college is taking effective? Yes, these are working with some young people. We'll provide an analysis in the annual report on safeguarding next term.

Action: On-line training links to be circulated to all members.

3. **British values and Prevent Risk Assessment**

The members received and accepted a report on progress with British Values and Prevent and the updated Prevent Risk Assessment.

The members were advised of the college's performance against the key indicators and the areas for development. They noted that further progress needed to be made in extending student knowledge of British Values, helping students understand the threat of extremism more clearly and making the reflection and faith room feel more welcoming. The members were pleased to learn of the work to raise the profile of respect and equalities issues. NewVIc students had spoken at external events on FGM and Women's Rights and the college had held staff awards on International Women's Day. The members acknowledged that the context of the work to support British Values and Prevent was rapidly changing and that the Corporation needed to support the college in responding to new challenges.

Members' questions (*responses in italics*)

- What needs to happen to be self-assessed as grade 1 in this area? *We should be seeing more depth in the articulation of British values from students.*
- Why aren't British Value and Prevent targets in the development plan summary? *These targets are in the full version of the development plan. We'll add them to the summary.*

Action: Prevent on-line training link to be sent to all members

Action: British Values and Prevent targets to be added to development plan summary

4. **Report from the student governors**

The members received and accepted the report of the student governors which set out the work of the student union over the last term.

The members were advised that there had been two student council summits since the last report. Safeguarding was the focus for one of these summits, with students sharing concerns about radicalisation, extremism and hate crimes. Students had considered what they could do to help and how they could safely intervene to prevent hate crimes. In addition the executive team had also assisted with the design of tutorial sessions on reducing hate crime.

The members were also advised that the student union was supporting the newly created roles of (student) teaching and learning champions. The volunteers were receiving training to support the development of teaching and learning. The members noted that the Student union executive elections were on-going.

Members' question (*response in italics*)

Has there been much interest in the elections? *There are more candidates this year with all positions contested. The close of polls is on 28 March 2018.*

5. Management accounts to January 2018

The members received and noted a report on the management accounts to January 2018.

The members were advised that the report showed the management accounts at the halfway point of the financial year. The significant variations included a £90k reduction in funding for students with High Needs, £105 reduction in non-cash grant release as a result of the changes to the depreciation policy and an additional £5k income from the Skills Funding Agency. Overall the college was currently forecast to finish the year with a deficit of £225 against a budgeted surplus of £5k.

The members were further advised that the college expected to receive some payments for High Needs students after Easter and this should be reflected in the April accounts. In other areas work, was taking place to make savings to reduce the likelihood of finishing the year with a deficit. The members were provided with a decision tracker to show the progress of this work.

Members' questions (*responses in italics*)

- Can we raise additional income through lettings? *Yes, we have established a structure to make it easier to let or facilities and we are in discussions with a company that provides a web platform that's a one-stop-shop for lettings.*
- What are the difficulties with High Needs funding? *Staff turnover in Newham Council has made this more difficult. However, a panel will now be established to assess claims for individual students. If a student is admitted with an Education Health and Care Plan the funding for the support specified in the plan follows automatically. Where there is no plan the panel will assess any claim.*

Action: the college to consider whether Education Health and Care Plans should be a condition of admission for High Needs students

Action: members to be provided with management accounts on a monthly basis

Decision: members agreed to accept the report and also agreed that the Chair should be authorised to sign the updated bank mandate on behalf of the Corporation.

6. Update on recent tenders

The members received and accepted an update report on the outcome of recent tenders.

The members were pleased to learn that a tender for copies and printers would achieve a saving of £126k over three years. Individual computer printers would be removed and replaced with multi-functional devices spread around the college for staff and student use.

The members also received a report on the re-tendering of the internal and external audit contracts. Following the tender process it was recommended that Mazar's be appointed as internal auditors and that Buzzacott be reappointed as external auditors on three-year agreements. This would generate savings of £33k over the contract period. Both auditors had agreed to provide training for members as an additional benefit.

Decision: members agreed to accept the recommendation that Mazar's be appointed as the internal auditors and Buzzacott be reappointed as the external auditors on three-year agreements.

7. Financial regulations review

Decision: members approved the revised financial regulations subject to the Principal's title being amended to the Principal and Chief Executive and "Corporation" being substituted for "Governing Body".

8. Campus masterplan update - confidential

The members received and noted an update report on the campus masterplan.

The members were advised that no progress had been made in negotiating a mutually acceptable settlement on the final account and extension of time costs with ICL. There was a significant difference in the valuations and the college had taken legal advice on the extent of its risks. Although it was possible to agree a settlement at any point there was a possibility that the dispute could be referred by either party to adjudication. This would incur additional costs and there would be no relief from these costs regardless of the outcome.

Decision: 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.

9. General Data Protection Regulation update

The members received and accepted an update report on the implementation of the General Data Protection Regulation and acknowledged the progress that had been made.

Decision: members agreed that an independent Data Protection Officer should be appointed in the first year on a contractual basis.

Decision: the Data Protection Committee should be a management committee. The membership should not include a member of the Corporation.

Action: in future versions of the GDPR action plan should include milestones and RAG rated.

10. Principal's report

The governors received and considered the report of the principal.

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

The members were reminded that there was a shortfall of 166 students in 2017/18. This had led to a reduction of £470k in the provisional allocation for 2018/19. A budget strategy paper would be presented to the next meeting. The aim was to set a balanced budget for 2018/19.

b) Teachers' pay award

The members were advised that the teacher unions and the Sixth Form College Association had reached agreement on a teachers' pay award for 2017/18. This consisted of a 1% award for teachers on spinal points 7 to 9 and 2% for those on spinal points 1 to 6. The award had been budgeted for, although it would cost £8k more with the larger uplift for the lower spinal points. It was recommended that the pay award be adopted.

Decision: the members agreed to adopt the teachers' pay award as recommended.

c) Student recruitment and marketing update

The members and noted an update report on student recruitment.

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

Action: all future updates and reports to provide a breakdown of the number of A-level and vocational applicants with comparative figures for the same period in the previous year.

d) Apprenticeship destinations 2017

The members received and noted a report on apprenticeship destinations in 2017.

e) Recent events

The members received and noted a summary report on recent events.

f) Stakeholder forum meeting minutes

The members received and noted the minutes of stakeholder forum meetings held in the spring term.

11. Development plan 2017/18 update

The members received and noted an update report on progress against the 2017/18 development plan targets.

Action: British Values and Prevent targets to be added to development plan summary (minute no. 3 refers).

12. Quality improvement plan update

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

Action: the members asked to receive an overarching report in the future which provided details of high level actions to improve quality across all college departments, including business support. This would be further considered at the July 2018 meeting.

13. Data Dashboard

The members received and accepted the spring term version of the data dashboard.

Action: data for human resources indicators to be included in future reports

Action: RAG rating for student attendance to be reduced to amber as performance was below target.

14. In-year progress against targets

The members received and noted a report on the in-year progress against targets.

The members were advised that predictions for A-level were currently below target. Work was being undertaken with A-level teams to check the data and put the necessary interventions in place. The members noted that final performance in 2017 was 6 points higher than predictions at a comparative date. Interventions would also be put in place Level 2 vocational courses. There was more positivity around performance at GCSE English and maths this year, but the target was not likely to be met.

15. Courses requiring improvements

The members received and accepted an update report on courses requiring improvement.

The members were advised that the A2 English Literature update had been omitted from the report. Value-added needed to improve on this course and although improvements in high grades were anticipated, this might not be sufficient to move the course off of the list of those causing concern.

There were also concerns about attainment in Government and Politics because of a long term absence. Other staff were providing support and uplifting AS grades should support A-level performance.

16. Learner voice

The members received and accepted a report summarising the findings of the college's induction and on-course surveys.

The members were advised that the induction survey reports were broadly in line with the 2016/17 survey. There had been a significant increase (+19%) in the number of students who agreed that they were aware of the Prevent duty. The on-course results were mostly more positive than 2016/17. However, Programme Team Managers had been asked to follow-up on the decline in the number of students who agreed that they were asked for their views on teaching and learning.

The members noted that 94% said they felt safe in college. This was the same as 2016/17 and considered to be too low. Students had asked that knife arches and metal detectors be used, but these could only be operated when the police were present and the local schools officer was part time. The college was seeking a higher level of police support. Some staff had been trained to search students. One search had led to the exclusion of a student who was found to be in possession of a knife.

17. Annual report on equalities objectives 2016 to 2020 and gender pay gap information

The members received and considered the annual report on equalities objectives 2016 to 2020 and gender pay gap information.

The members reviewed progress against each equality objective.

Matters arising:

a) Increase the % of ethnic minority managers from 27% to 37%

The percentage of ethnic minority managers was 29%. This was below the annual target (32% by 2018). The college would talk to the London Sixth Form College Partnership to compare data and HR would review the approach to job advertising.

b) Increase the % of disabled staff from 5% to 10%

56% of staff had responded to the anonymous staff data survey. Of these 15% indicated that they had a disability. When compared to the whole staff this equated to 6% with a disability. This was below the annual target (8% by 2018).

The members noted the efforts made by the college to collect equalities data from staff. A 56% return represented a significant improvement and was part of a longer term campaign to build a culture where staff saw the benefits of participating and were more willing to do so.

c) Increase the diversity of the Corporation to more closely reflect the student body

The members were advised that 46% of members were from an ethnic minority and 60% were male. The target (39%) for the percentage of male members had been exceeded, but the number of members from an ethnic minority was below the 2018 target (50%).

The members also received the annual report on the pay gap. This showed that the mean gap was 3.26% in favour of males and the median gap was 2.68% also in favour of males. The members noted it was a new requirement to report on the pay gap and all submissions had to be made using the government's software. This was not sufficiently sophisticated to take account of term time only staff who were mostly female. When these staff were removed the data showed a small pay gap in favour of women. The college had asked the Sixth Form College's Association to provide benchmarking data for the sector.

18. Equality and diversity policy

Decision: the members approved the updated equality and diversity policy

19. Admissions - progressions update

Decision: the members agreed to approve the revised admissions and progressions policy.

20. Learning and behaviour policy

Decision: the members approved the revised learning and behaviour policy

Action: the Association of Colleges to be asked to provide national benchmarking data on attendance.

21. UCAS application of offers 2018

The members received and accepted an update report on UCAS applications and offers for 2018.

The members were advised that although there were more higher education applicants in 2018, when compared to the same period in 2017, it was a slightly smaller proportion of a larger cohort. There was an increase in the number of vocational course applicants and fewer A-level applicants. Nationally there had been an increase in the number of unconditional offers. At NewVIc these numbers had increased from 4.4% in 2014 to 16.3% in 2017.

22. Link reports

The members received and noted a quality link governor report from Joanne Dean following a visit that she and Gail May had made on 19 February 2018 to meet with the Vice-Principal and Associate Principals to review A-level, foundation level and vocational level learning.

Decision: Careers to be added to the portfolio of the Employment and Enterprise link

Action: Link contact details to be passed on to senior leadership team members for visits to be arranged.

23. Agenda planning cycle

The members received and accepted a report to introduce a process for agenda items to be identified for the next or future Corporation meetings.

Decision: the members agreed that an item should be included on future agenda to invite items for the next and future meetings. A closing date for the receipt of items for each meeting would be published, with the Chair making the final decision about inclusion in liaison with the Principal and the Clerk

Action: the Clerk to ensure that all members are aware that the closing date for the submission of agenda items for the next meeting is 16 April 2018.

24. Review of performance of financial auditors in 2016/17 against indicators and indicators for 2017/18

On the recommendation of the audit and scrutiny committee, the members agreed that the same performance indicators are used for 2017/18 for the financial statements audit.

25. Report from audit visits

On the recommendation of the audit and scrutiny committee, the governors agreed to accept audit visit reports for:

- Budget setting and control
- Performance against funding allocation
- Utilities management

26. Minutes of the meeting held on 7 February 2018

The minutes of the meeting held on 7 February 2018 were agreed as an accurate record and signed by the chair.

27. Minutes of the meeting of the Governance and Search committee held on 7 February 2018

The members received and noted the minutes of the search committee held on 8 February 2017.

28. Minutes of the meeting of the Audit and Scrutiny committee held on 21 February 2018

The members received and noted the minutes of the audit committee held on 21 February 2018.

29. Meeting dates 2017/18

The governors agreed the following meeting dates:

Monday 21 May 2018 (6.30pm) Monday 2 July 2018 (6.30pm)

30. Principal and Chief Executive Appointment

Members of the senior leadership team withdrew for this item.

The Chair thanked the selection panel for their work in preparing the selection pack. The advertisement had now gone live and the closing date was 19 April 2018, with final selection on 17 and 18 May 2018. There would be an opportunity for members to be involved in the selection tasks on 17 May.

Decision: the selection panel's recommendation will be presented to Corporation meeting scheduled for 21 May 2018.

Action: the Clerk to invite members to indicate their availability for involvement in the selection activities on 17 May 2018.

Action: SLT members who are not applicants to be invited to meet with the selection panel to share their views on the characteristics they think are important in the ideal candidate.

Appendix 1

Corporation decision tracker – 26 March 2018

Issue	Decision/Action	Who actions	Date completed
Safeguarding and Prevent	On-line training links to be circulated to all members	TO	
	British vales and Prevent targets to be added to the development plan summary	EP	
Management accounts	Consider whether EHC Plans should be a condition of admission for High Needs students	TO	
	Members to receive management accounts on a monthly basis	AR-T/AC	
	Chair authorised to sign bank mandate on behalf of the Corporation	AR-T	26 Mar 18
Tenders	Mazar’s appointed as internal auditors and Buzzacott reappointed as external auditors both on three-year agreements	AR-T/NC	26 Mar 18
Financial regulations	Approved subject to to the Principal’s title being amended to the Principal and Chief Executive and “Corporation” being substituted for “Governing Body”	AR-T	
Campus Masterplan	Strategy to resolve dispute to be circulated to all members for Chair approval	NC	
GDPR	DPO to be an independent appointment in year 1	NC	
	Management committee not to include a Corporation member	NC	26 Mar 18
Teachers’ pay award	Approved for implementation	RF	26 Mar 18
Student recruitment	Members to receive monthly reports on progress with student recruitment	TO	
	All future reports to provide a breakdown of the number of A-level and vocational applicants with comparative figures for the same period in the previous year	TO	
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	

Issue	Decision/Action	Who actions	Date completed
Data Dashboard	HR data to be added to future report	RF	
	RAG rating for student attendance to be reduced to Amber	TO	
Equality and diversity policy	Approved	TO	26 Mar 18
Admissions policy	Approved	TO	26 Mar 18
Learning and behaviour policy	Approved	TO	26 Mar 18
	AoC to be asked to provide national benchmarking data on attendance	TO	
Link members	Careers to be added to portfolio of the Employment and Enterprise link	TO	26 Mar 18
	Link contact details to be passed to SLT members	PB	9 Apr 18
Agenda planning cycle	An item should be included on future agenda to invite items for the next and future meetings. A closing date for the receipt of items for each meeting would be published, with the Chair making the final decision about inclusion in liaison with the Principal and the Clerk	PB	26 Mar 18
	Members to be advised of submission deadline for meeting on 21 May 2018	PB	9 Apr 18
Principal & CEO appointment	Selection panel recommendation to be considered at Corporation meeting on 21 May 2018	PB	26 Mar 18
	Members to be invited to indicate their availability for involvement in selection activities on 17 May 2018	PB/AC	28 Mar 18
	SLT members (who are not applicants) to be invited to meet the selection panel to share views on ideal candidate characteristics	PB/AC	28 Mar 18

Carried forward from 7 February 2018			
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/JC/SB	C/fwd