

Newham Sixth Form College

Corporation

Minutes of the meeting held on 3 December 2018

- 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), Rayon Walters (staff member (teaching)), Steven Kern (staff member (support)), Maisha Rafiq Raina (student member), Sadia Wahida (student member) 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) Paul Baglee (Clerk)

Apologies for absence were received from Katharine Young.

1. Declarations of interest

There were no pecuniary interests declared.

2. Ofsted inspection of the college

Members were advised that the college had been informed on 30 November 2018 that an Ofsted inspection would be carried from 4 to 7 December 2018. To support preparation, the Chair had agreed that this meeting should be foreshortened to focus on the time critical decisions.

Inspectors had asked to meet with a group of members during the inspection. The Chair, Vice-Chair and Martin Oakeshott agreed to meet with the leadership and management inspector on 5 December 2018 at 5.30pm. The Chair, Julia Shelton and Shawab Iqbal agreed to attend the feedback session at the end of the inspection on 7 December 2018.

Members noted the significant commitment of staff to prepare for the inspection. They thanked them for this work and wished them every success for the week ahead.

3. Appointment of an independent member

Decision: on the recommendation of the governance and search committee, members agreed to appoint Councillor Julianne Marriott as an independent member, subject to the appropriate pre-appointment checks being satisfactorily completed.

4. College self-assessment and quality improvement action plan

Members received a presentation to update the college self-assessment and quality action plan that had been circulated with the meeting papers. The revised document had been posted on the Ofsted portal, but remained a draft. The deadline for final submission was January 2019.

Members were advised that the curriculum judgements had now been finalised with 11 of the 13 departments graded as “outstanding” or “good”. There were no departments assessed as “inadequate”. Maths & numeracy and Information & communication technology were assessed as “requiring improvement”. There were no changes to the nine key strengths and the key areas for improvement had been consolidated into six areas. An area for improvement included closing the achievement gaps for some Black and minority ethnic groups when compared to whole college achievement rates. Members noted that the outcomes for “other Black” and “White/Black Caribbean were above the national averages, but 10% below the college average.

Members were also advised that the quality improvement action plan had been updated to tighten the focus and include stretch targets. Members noted that the self-assessment reviews for marketing and welfare & guidance would be added to the analysis for support areas.

Action: the revised self-assessment review to be sent to members with the briefing originally circulated at the development day on 3 November 2018.

5. Annual Prevent risk assessment

Members received and considered the annual Prevent risk assessment. This was monitored by the audit and scrutiny committee.

Decision: Members agreed to receive and accept the annual Prevent risk assessment.

6. Approval of the audited accounts 2017/18, letter of representation and post audit management report

Members received and considered the audited accounts 2017/18 and the post audit management report. These had been reviewed in detail by the audit and scrutiny committee.

Members were advised that it was the auditors’ opinion that the financial statements gave a true and fair view of the college’s financial position and that they had been properly prepared and was unqualified. The outstanding items had now been completed. The auditors had received an updated cashflow report and adjustments were made to reflect the college’s bank balance.

Decision: on the recommendation of the audit and scrutiny committee, members approved the audited statutory accounts and letter of representation. The Chair was authorised to sign both documents on behalf of the Corporation.

Action: the college was asked to prepare a policy on managing the reserves.

7. Audit and scrutiny committee's annual report

Decision: members agreed to receive and accept the annual report of the audit and scrutiny committee.

8. Admission policy

Decision: members agreed to receive and accept the revised admissions policy

9. Annual student destinations report

Decision: members agreed to receive the annual destinations report.

Members noted that a further report with final data would be received in the spring term.

10. Courses causing concern update

Decision: members received and noted an update report on courses causing concern.

11. Link members report

Decision: members received and accepted a link member's report on marketing.

Decision: the appointment of a link member for the employment and enterprise strategy was deferred to the next meeting.

12. Review of the performance of the internal auditors in 2016/17 against the indicators and performance indicators for 2017/18

Decision: on the recommendation of the audit and scrutiny committee members accepted the review of the performance of the internal auditors in 2017/18 and agreed that the same performance indicators be set for 2018/19.

13. Probation policy for senior postholders

Decision: on the recommendation of the governance and search committee, members accepted the probation policy for senior postholders.

14. Remaining agenda items

Decision: members agreed that the remaining agenda items should be deferred to an additional meeting of the Corporation on Monday 14 January 2019 at 6.30pm. The cycle two meeting of the governance and search committee would take place on the same date.