

The Corporation of Newham Sixth Form College

Minutes of the Meeting held on 20 May 2020

Members

Gail May (Chair)	Independent Member	Present
Fabiha Ahmed	Student Member	Absent
Joanne Dean	Independent Member	Present
Mandeep Gill	Principal & Chief Executive	Present
Sohidul Hoque	Independent Member	Present
Julianne Marriott	Independent Member	Present
Jay Nair	Independent Member	Present
Martin Oakeshott	Independent Member	Present
Miklos Sarosi	Parent Member	Apologies – work commitments
Sultana Shorab	Student Member	Absent
Julia Shelton	Independent Member	Present

Non-Members in attendance

Adrian Cottrell	Interim Director of Finance & Resources	Present
Magdalena Johnson	Vice Principal Student Achievement & Progress	Present
Robin Jones	Clerk to the Corporation	Present
Tracy Oko	Assistant Principal Student Services	Present

1 APOLOGIES FOR ABSENCE

The Corporation NOTED and ACCEPTED the apologies for absence submitted by Member Miklos Sarosi.

Although not present Mr Sarosi had provided comments on the Agenda and the Principal & Chief Executive and the Clerk as appropriate would be raising the points during the meeting.

2 DECLARATION OF INTERESTS

The Members and the Clerk confirmed that there were no declarations of interest to be recorded on this occasion at this stage of the meeting based on the published Agenda other than the item on the pay award which had been added as a late item and had an impact on the Principal & Chief Executive and the Clerk as members of staff of the College.

3 MEMBERSHIP OF THE CORPORATION – STAFF MEMBERS

The Clerk advised the Corporation of the up-to-date position with regard to the Staff Members. Specifically, that Elizabeth (Beth) Harris had now left the employment of the College and Rayon Walters had completed his period of membership of the Corporation.

An email invitation had been sent to all members of staff to invite nominations for two new Staff Members to serve on the Corporation with a closing date of 8 June 2020.

The Corporation AGREED :

1. To NOTE the position with regard to Staff Members and to look forward to hearing the outcome of the invitation to submit nominations
2. To place on record the appreciation of Members for the contributions of Beth Harris and Rayon Walters to the work of the Corporation during their terms of office

4 WELCOME TO MAGDALENA JOHNSON

The Corporation welcomed Magdalena Johnson to her first meeting following her appointment as Vice Principal Student Achievement & Progress.

5 INSPECTION FRAMEWORK – PRESENTATION

The Vice Principal Student Achievement & Progress provided the Corporation with a presentation on the new Inspection Framework.

The Framework introduced in September 2019 provided for judgements in 4 specific areas:

- quality of education
- behaviour and attitudes
- personal development
- leadership and management

The particular attention of Members was drawn to the 3 I's of intent, implementation and impact which were central to the inspection approach now in place.

A Member asked about the involvement of the Corporation in the inspection programme. It was reasonable to expect a group of Corporation Members to be interviewed during an inspection and for the line of questions to focus on the understanding of the basis of the course offer at a macro level with attention being given in governance terms to the 3 I's.

As experience of the Inspection Framework grew with more reports being published by Ofsted any emerging issues would be logged and shared with Corporation Members.

The Corporation agreed:

1. To welcome and thank the Vice Principal Student Achievement & Progress for the presentation on the Inspection Framework which was thought to be extremely informative on the new national arrangements
2. To note that the presentation would be added to the new Governors Area on the College website for future reference.

6 MINUTES OF THE MEETING OF THE CORPORATION HELD ON 12 FEBRUARY 2020

The Minutes of the meeting of the Corporation held on 12 February 2020 were agreed to be a correct record.

7 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 12 FEBRUARY 2020

The Corporation agreed that, on this occasion, there were no matters arising from the Minutes of the last meeting which were not covered by the Agenda for this meeting or those planned for forthcoming meetings.

8 CORPORATION DECISION TRACKER

The Corporation received the updated Decision Tracker and NOTED that the training session for Members on role and responsibilities was now scheduled for the meeting on 17 June 2020.

The Decision Tracker would continue to be updated in the light of developments and presented to future meetings of the Corporation.

9 MINUTES OF THE MEETING OF THE CORPORATION HELD ON 26 FEBRUARY 2020

The Minutes of the meeting of the Corporation held on 26 February 2020 were agreed to be a correct record.

10 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 12 FEBRUARY 2020

The Corporation agreed that, on this occasion, there were no matters arising from the Minutes of the meeting which were not covered by the Agenda for this meeting or those planned for forthcoming meetings.

11 MINUTES OF THE MEETING OF THE CORPORATION HELD ON 2 MARCH 2020

The Minutes of the meeting of the Corporation held on 2 March 2020 were agreed to be a correct record.

12 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 2 MARCH 2020

The Corporation agreed that, on this occasion, there were no matters arising from the Minutes of the meeting which were not covered by the Agenda for this meeting or those planned for forthcoming meetings other than to note that the new Vice Principal Finance & Operations was due to join the College on 8 June 2020.

13 INSTRUMENT & ARTICLES OF GOVERNMENT – QUORACY OF MEETINGS

The Corporation NOTED that Members had agreed via email that Paragraph 13 (1) of the Instrument be amended to read as follows as from 1 April 2020:

Meetings of the Corporation shall be quorate if the number of members present is at least 40% of the members serving at any time appointed with regard to clause 3

14 CORPORATION CHAIR – RECRUITMENT – UPDATE

The Clerk provided the Corporation with an update on the arrangements to support the recruitment of a new Corporation Chair.

The timeline provided for the recruitment campaign to be launched on 26 May with interviews taking place on 17 July enabling a recommendation to be presented to the Corporation at a Special Meeting to be arranged for the week commencing 20 July 2020

The Corporation agreed:

1. to NOTE the timeline for the appointment of a new Corporation Chair
2. to look forward to receiving an update on progress at the July 2020 meeting

15 REPORT OF THE PRINCIPAL & CHIEF EXECUTIVE

The Corporation received and discussed the report of the Principal & Chief Executive which, on this occasion, focussed primarily on the attention of the Senior Leadership Team on

steering the College through the impact of COVID-19 lockdown. Given the significance for the College the related issues are covered in a separate item of these Minutes (see 17 below).

The College non COVID-19 news included the following:

- the consultation on the staff restructure had ended and the Executive had responded to points raised in detail – the process would now be paused with, at least at present, the selection process to take place in early September
- The College was progressing a number of initiatives notwithstanding the lockdown including running online meetings of the Student Council, enrichment activities and training sessions via Zoom
- The Sports Academy had been shortlisted for the Award of FE Team of the Year in the Pearson National Training Awards – the only nomination for a London based team

The Corporation agreed to NOTE the report of the Principal & Chief Executive.

16 PERFORMANCE AGAINST STRATEGIC OBJECTIVES

The Corporation received the updates against the 3 strategic objectives:

- Strategic Objective 1 – to have the best teaching, learning and curriculum
- Strategic Objective 2 – to be recognised as an inclusive and supportive College providing a holistic student experience
- Strategic Objective 3 – ensuring financial stability to allow continual investment in our resources and estate

The Principal & Chief Executive stressed that, as a result of the pandemic and moving all provision on on-line, it was necessary to review the basis of aspects of the KPI report.

The Corporation AGREED::

1. To NOTE the updated KPI report which was thought to be extremely helpful for Members of the Corporation
2. To appreciate that aspects of the KPI report would be reviewed to reflect the reality of the prevailing circumstances such as measuring attendance.

17 COVID-19 – IMPLICATIONS FOR THE COLLEGE

The Principal & Chief Executive provided the Corporation with an update on the implications for the College of the pandemic including:

- Moving all teaching on-line with all of the implications involved for staff and students including training and availability of IT kit
- The focus on safeguarding and considering the well-being of staff and students
- Drawing on the advice and guidance of the Government, AoC and other agencies to address related issues on an ever changing basis including the participation of the Principal & Chief Executive in local Newham meetings

- Whilst the suggestion of the Government was that schools and other institutions should prepare for partial opening as from 1 June it was thought that 8 June would be more realistic for NewVIc
- The preparation of 5 documents circulated to all members of staff and also Members of the Corporation for information and comment which related to:
 - Pertinent Questions with an explanation provided by the Executive
 - Draft College reopening plan
 - NewVIc Health & Safety Action Plan
 - Risk assessment – College reopening during the summer term 2020 only
 - Risk assessment – HR risks arising from the reopening of the College during the summer term 2020 only
- The involvement of staff in preparing for the reopening of the College including the opportunity to participate in the working groups established for the purpose of planning for the start of the Autumn Term - enrolment, induction, Teaching & Learning and premises
- The scenario planning that was underway in College which anticipated 3 situations – normality, limited opening requiring the continuation of social distancing and lockdown
- Contact with Union Officers and the concerns being expressed with regard to the reopening of the College given concerns related to the safety of staff
- The moral responsibilities placed on the College to support students whilst maintaining the duty of care for all members of the College community

It was acknowledged that, although the College had loaned available IT kit to students as far as supplies would enable, it was known that in many households there would be insufficient facilities for all students to engage as much as they may wish. The Government had announced a scheme to provide vulnerable and disadvantaged young people free laptops. However, this would benefit schools with a source of additional financial support being provided whereas colleges would need to use the limited bursary allocations.

A Member asked about the financial implications of COVID-19 and, specifically, if the Government would be providing any contributions towards the additional costs which were bound to be incurred by the College. Unlike the position in schools it was understood that Colleges would have to meet costs although it was important to note that the Government, through the ESFA, had guaranteed student number funding which was extremely helpful.

The initial budget impact of COVID-19 was set out in the Minutes of the recent meeting of the Budget Strategy Task & Finish Group circulated with the Agenda for this meeting of the Corporation – catering (£49,450), lettings (£18,500) and cancelled trips where refunds had been made to students (£30,000).

The Corporation agreed following a wide ranging discussion:

1. To NOTE the current and ever changing position with regard to the impact on COVID-19 on the College including the current intention to arrange a partial reopening of the College on 8 June 2020
2. To place on record the appreciation of Members of the Corporation for the enormous amount of effort on the part of staff and in particular the Executive in

moving to online teaching and learning all but overnight and now preparing for the reopening of the College

3. To AGREE to the establishment of an Ad Hoc Corporation Member and Executive Group to discuss progress towards the reopening of NewVic on 8 June 2020 to meet initially on Tuesday 2 June at 4pm and Thursday 4 June at 8.30am
4. To NOTE the intention to prepare Terms of Reference for the Ad Hoc Group drawing on a national template but tailored for NewVIC to be circulated to Members for comment and approval.

18 QUALITY IMPROVEMENT ACTION PLAN – 2019/20

The Corporation received the updated College Quality Improvement Action Plan for 2019/20 as prepared for the meeting scheduled for 25 March 2020 which did not, in the event, take place because of the start of the lockdown.

It was recalled from the discussion on 12 February 2020 that the key areas for improvement were covered within 7 priorities:

- Priority 1 – Students to make better progress from their starting points in a significant number of A level courses and some vocational courses
- Priority 2 – GCSE maths 9-4 grades to meet the College target
- Priority 3 – Improve progression on A level linear courses from year 1 to year 2
- Priority 4 – Achievement for “white British” students to be more in line with their peers
- Priority 5 – Improve attendance
- Priority 6 – Improve the College’s finances
- Priority 7 – Improve staff survey results

These in turn had interim and final SMART targets with assessments of progress at specified points of the year.

The Corporation agreed to look forward to receiving updates on progress against the Plan which in a full year would be in December, March and July subject to ongoing review of the arrangements particularly at this time due to the impact of the pandemic.

19 SAFEGUARDING POLICY

The Corporation NOTED that an addition to the Safeguarding Policy had been approved by Members via a Written Resolution to reflect the pandemic – COVID-19.

20 CAMPUS UPDATE

The Principal & Chief Executive provided the Corporation with an update on the development of the College campus including:

- discussions were taking place with three organisations to support the Executive and on preparing a revised overall plan for sign off by the Corporation
- although no specific budget had been set aside to cover the initial costs it would be found from within the approved overall allocation as it was to be essential to make early progress

- the earlier suggestion that the plans be based on having a student population of 5,000 had been dropped as being unrealistic
- the intention to maximise the receipts from the sale of land to help cover the costs of the project
- whilst the London Borough of Newham had approved one final extension of the planning permission for the temporary buildings to September 2024 it was hoped that the delays arising from the pandemic would be taken into account and the date be revised so that works could be completed

The Corporation AGREED:

1. to note the report of the Principal & Chief Executive on the planned development of the College campus
2. to look forward to receiving further updates at forthcoming meetings of the Corporation including a proposed timeframe for the project
3. to note that the Vice Principal Finance & Operations would take the lead from the Executive in progressing the project

21 STUDENT REPORT

The Corporation received the report of the students which had been prepared for the meeting scheduled for 25 May 2020 which did not, in the event, take place because of the beginning of the lockdown as a result of COVID-19.

It had been hoped that the Student Members would be able to attend this meeting when the opportunity would have been taken to ask for their views on the move to on-line learning.

22 FE COMMISSIONER – LETTER TO THE SECTOR

The Corporation received the letter to the FE sector dated 27 April 2020 from the FE Commissioner which had been circulated to Members via email on 29 April 2020.

23 FINANCE & RESOURCES COMMITTEE – TERMS OF REFERENCE

The Corporation APPROVED the draft Terms of Reference for the new Finance & Resources Committee to be established as from 1 August 2020 subject to the addition of two other responsibilities:

- Finance section – To consider the Integrated Financial Model (IFM) before presentation to the Corporation and submission to the ESFA
- Human Resources section – To consider the basis of the framework for the pay and conditions of service of all staff of the College other than those for Senior Post Holders which are the responsibility of the Remuneration Committee

The initial membership of the Committee would be considered at the meeting of the Corporation in July 2020.

24 PAY AWARD

The Corporation received an email dated 18 May 2020 from the SFCA relating to the proposed pay award from 1 September 2019.

The Corporation AGREED, following discussion:

1. To NOTE that the Budget approved by the Corporation on 1 July 2019 included provision for the pay award
2. To NOTE that it has been the longstanding approach of NewVic to adopt the outcomes from the national negotiations conducted on behalf of member colleges by the SFCA
3. To APPROVE the pay award for staff as set out by the SFCA

Clerk's Note: Following the meeting further information was provided by the Principal & Chief Executive to Corporation Members on the basis of the pay award and the outcome was addressed via a Written Resolution to be reported to the Corporation on 17 June 2020

25 GOVERNANCE & SEARCH COMMITTEE – 11 MAY 2020

The Corporation received and NOTED the Minutes of the meeting of the Governance & Search Committee held on 11 December 2019.

26 ARRANGEMENTS FOR OBTAINING VIEWS OF STAFF AND STUDENTS ON THE EDUCATIONAL CHARACTER AND MISSION OF THE COLLEGE

The Corporation APPROVED the recommendation of the Governance & Search Committee that the statement setting out the arrangements for obtaining views of staff and students on the educational character and mission of the College be adopted.

27 MEMBERSHIP OF THE CORPORATION – APPOINTMENT OF AN INDEPENDENT MEMBER

The Corporation APPROVED the recommendation of the Governance & Search Committee that Paddy Salter be appointed as an Independent Member to serve on the Corporation for the period to 20 May 2024.

28 SAFEGUARDING LINK MEMBER – APPOINTMENT

The Corporation APPROVED the recommendation of the Governance & Search Committee that Paddy Salter be appointed as the Safeguarding Link Member with immediate effect subject to the provision of appropriate support to ensure that knowledge and understanding were up-to-date in the context of a Sixth Form College.

29 MINUTES OF THE MEETING OF THE AUDIT & RISK COMMITTEE HELD ON 26 FEBRUARY 2020

The Corporation received and NOTED the Minutes of the meeting of the Audit & Risk Committee held on 26 February 2020.

30 MINUTES OF THE MEETING OF THE AUDIT & RISK COMMITTEE HELD ON 6 MAY 2020

The Corporation received and NOTED the Minutes of the meeting of the Audit & Risk Committee held on 6 May 2020.

31 WHISTLEBLOWING POLICY

The Corporation received the proposed update to the College Whistleblowing Policy as recommended for approval by the Audit & Risk Committee.

At the suggestion of a Member the Audit & Risk Committee was asked to review the update again having regard to the AoC model on Whistleblowing.

32 BUDGET STRATEGY TASK & FINISH GROUP – 22 APRIL 2020

The Corporation received and NOTED the unconfirmed Minutes of the meeting of the Budget Strategy Task & Finish Group held on 22 April 2020.

33 CALENDAR OF MEETINGS – 2019/20

The Corporation NOTED the planned dates for forthcoming meetings:

- 17 June 2020
- 1 July 2020

At present the meetings are scheduled to commence at 5pm but the availability of Members would be checked to seek maximum possible participation.

34 TRAINING OF CORPORATION MEMBERS

The Corporation NOTED that at the meeting scheduled to be held on 17 June 2020 there will be a presentation on the roles and responsibilities of the Corporation including a focus on the division of responsibilities between the Corporation and the Executive.

35 CONFIDENTIAL ITEMS OF BUSINESS

The Minutes covering these items will be regarded as being confidential until agreed otherwise by the Corporation and will only be available to Members.

Chair: _____ Date: _____