**The Corporation of Newham Sixth Form College**

**Minutes of the Meeting held on 7 October 2020**

**Members**

|  |  |  |
| --- | --- | --- |
| Martin Rosner(Chair) | Independent Member | Present |
| Laura De Vos | Staff Member – Support | Present |
| Joanne Dean | Independent Member | Present |
| Mandeep Gill | Principal & Chief Executive | Present |
| Kieran Healy | Independent Member | Present |
| Sohidul Hoque | Independent Member | Present |
| Kofo Ladele | Independent Member | Present |
| Julianne Marriott | Independent Member | Present |
| Simon Mayfield | Independent Member | Present |
| Habib Said Midh-Hir | Student Member | Present |
| Jay Nair | Independent Member | Present |
| Yvonne Odai | Student Member | Present |
| Edet Okon | Staff Member – Teaching | Present |
| Mandeep Sahotay | Independent Member | Present |
| Paddy Salter | Independent Member | Present |
| Elizabeth Scott | Independent Member | Present |
| Miklos Sarosi | Parent Member | Present |
| Julia Shelton | Independent Member | Present |
| Graham Willson | Independent Member | Present |

**Non-Members in attendance**

|  |  |  |
| --- | --- | --- |
| Michael Gainlall  Magdalena Johnson | Vice Principal Finance & Operations  Vice Principal Student Achievement & Progress | Present  Present |
| Robin Jones | Clerk to the Corporation | Present |
| Martin Reed | Interim Assistant Principal Student Services | Present |
|  |  |  |

**1 APOLOGIES FOR ABSENCE**

The Corporation NOTED that all Members were present on this occasion.

**2 MEMBERSHIP OF THE CORPORATION DETERMINED NUMBER OF MEMBERS**

The Corporation NOTED that, with the approval of Members via Written Resolution, the Determined Number of Members had been increased to 20 as from 21 September 2020 with 14 Independent Members.

**3 MEMBERSHIP OF THE CORPORATION**

The Corporation received an update on the membership of the Corporation and welcomed the following to their first meeting since appointment:

* Martin Rosner – Independent Member and new Corporation Chair
* Habib Said Mudh-Hir and Yvonne Odal – Student Members
* Laura De Vos – Support Staff Member
* Kieron Healy, Kofo Ladele, Simon Mayfield, Mandeep Sahotay, Elizabeth Scott and Graham Willson – Independent Members appointed via Written Resolution.

**4 DECLARATION OF INTERESTS**

The Members 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.

**5**  **MINUTES OF THE MEETING OF THE CORPORATION HELD ON 15 JULY 2020**

The Minutes of the meeting of the Corporation held on 15 July 2020 were agreed to be a correct record.

**6 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 15 JULY 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.

**7 CORPORATION DECISION TRACKER**

The Corporation received the updated Decision Tracker and AGREED that the following items could be removed:

* Governance model (17 June 2020)
* Remuneration Committee – Membership (12 February 2020)
* Confidential items (9 October 2019)
* Safeguarding – format of reporting (9 October 2020)

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

**8**  **MINUTES OF THE MEETING OF THE CORPORATION HELD ON 22 JULY 2020**

The Minutes of the meeting of the Corporation held on 22 July 2020 were agreed to be a correct record.

**9 MATTERS ARISING FROM THE MINUTES OF THE MEETING OF THE CORPORATION HELD ON 22 JULY 2020**

The Corporation agreed that, on this occasion, there were no matters arising from the Minutes of the meeting.

**10 GOVERNANCE & SEARCH COMMITTEE –** **MEETINGS HELD TO INTERVIEW POTENTIAL NEW MEMBERS OF THE CORPORATION**

The Corporation noted that meetings of the Governance & Search Committee had taken place on 25 August, 27 August and 4 September 2020 specifically to consider applications from potential new Members of the Corporation.

**11 GOVERNANCE & SEARCH COMMITTEE - MINUTES OF THE MEETING HELD ON 30 SEPTEMBER 2020**

The Corporation received and noted the unconfirmed Minutes of the meeting of the Governance & Search Committee held on 30 September 2020.

A number of recommendations were forwarded to the Corporation and these are covered in the items below relating to:

* Confidentially
* Proposed establishment of the Curriculum, Quality & Engagement Committee
* Link Arrangements – Protocol and Allocation of Members
* Corporation Standing Orders – Update
* Conflicts of Interest Policy

**12**  **CONFIDENTIALITY** **CORPORATION**

The Corporation AGREED to adopt the recommendation of the Governance & Search Committee that the confidential items from 2017/18, 2018/19 and 2019/20 remain classified as being confidential as they relate to specific individuals or have sensitive information where it would not be in the best interests of the College to have these known beyond current awareness.

**13**  **APPOINTMENT OF VICE CHAIR OF THE CORPORATION**

Joanne Dean was appointed to serve as the Vice Chair of the Corporation for a 2 year period ending on 6 October 2022.

**14 CURRICULUM, QUALITY & ENGAGEMENT COMMITTEE – ESTABLISHMENT**

The Corporation AGREED:

1. To approve the recommendation of the Governance & Search Committee that the Curriculum, Quality & Engagement Committee be established with immediate effect with Terms of Reference as presented with the report
2. To recognise that the establishment of the Curriculum, Quality & Engagement Committee did not, in any way, remove the overall responsibilities of the Corporation for such issues as the determination of the educational character and mission of the College.

**15 MEMBERSHIP OF THE CORPORATION COMMITTEES - 2020/21**

The Corporation APPROVED the membership of the Committees for 2020/21, including the appointment of the Committee Chairs, as set out in Appendix A to these Minutes.

**16 LINK ARRANGEMENTS – PROTOCOL AND ALLOCATION OF MEMBERS**

The Corporation AGREED:

1. To APPROVE the Link Member Policy as recommended by the Governance & Search Committee
2. To note that role descriptions for the different aspects to be covered under the link arrangements and a brief and standard feedback form would be prepared to support the adoption of the Link Member Policy
3. The initial allocation of the link roles be as set out in Appendix B to these Minutes.

**17 CORPORATION STANDING ORDERS - UPDATE**

The Corporation APPROVED the recommendation of the Governance & Search Committee that:

1. The Standing Orders be amended in line with the report of the Clerk for application with immediate effect
2. The Corporation Committees be empowered to appoint from the approved membership a Vice Chair for the year (the Committee Chairs to be appointed directly by the Corporation)
3. The documents removed from the Standing Orders such as the Terms of Reference of the Corporation Committees be named in the revised version and links provided for ease of reference

The Corporation noted that an updated version of the Standing Orders would be presented to the Governance & Search Committee early in 2021 for review and the proposed version would be forwarded to the Corporation.

**18 CONFLICTS OF INTEREST POLICY**

The Corporation APPROVED the recommendation of the Governance & Search that the Conflicts of Interest Policy as presented by adopted.

The Clerk reminded Members that at the meeting on 15 July 2020 the Corporation had agreed that the Declaration of Interest forms completed by individual Members would be published on the College internet with care being taken not to quote home addresses and other such information.

**19 FURTHER EDUCATION COMMISSIONER - UPDATE**

The Corporation was delighted to hear that, following a review by two members of the FE Commissioner’s Team the previous day, no areas of concern had been identified and they were happy with the progress made over the past twelve months. This meant that, subject to confirmation by the ESFA, the College would not be subject to any form of intervention.

The discussions with the FE Commissioner’s representatives had involved the Corporation Chair, The Principal & Chief Executive and his team and the Clerk to the Corporation.

For the benefit of the new Members it was explained that the involvement of the FE Commissioner with NewVIc had been at the invitation of the Corporation.

The Corporation AGREED:

1. To place on record the appreciation of Members for all that had been achieved over the last year by the Principal & Chief Executive and the staff of the College
2. To look forward to receiving the follow up confirmation of the outcome of the visit from the FE Commissioner.

**20 COVID-19 – UPDATE**

The Principal & Chief Executive provided the Corporation with an update on the impact of COVID-19 on the College.

A number of issues were highlighted including the following:

* The comprehensive risk assessments were reviewed regularly and changes made as and when it was thought appropriate to do so
* The Executive was working closely with the Union Officers to discuss related issues with fortnightly meetings of the JCC currently taking place
* There were clear signage and posters in place throughout the College
* Face masks were required to be worn in communal areas
* To date there had been 4 positive cases – 3 students and 1 member of staff
* The decision had been taken to close one of the bubbles and to move provision online until further notice – this was working well
* To minimise possible cross contamination there was no hot desking for staff
* An additional staff room had been set up to help staff maintain appropriate social distancing
* Anyone displaying any possible related symptoms were being told to self isolate even if, in all likelihood, they would turn out to have a cold or flu
* The difficulty for people to book a COVID test although the College had now been provided with a small number of testing kits
* The College Open Day on Saturday 10 October would be take place as a virtual online event – it was recognised that this was an important session to engage with potential students thinking of attending College in September 2021 and also their parents - Members of the Corporation would be most welcome if they had the time to “attend” the event

To enable Members to engage in the College’s approach to opening at the beginning of the Autumn Term in the context of the ever changing requirements and advice of the Government an online meeting had taken place on 2 September 2020. A note of the discussion had been circulated to all Members.

A Member asked if the College had been affected by the recent loss of water in the area as that could have had an adverse impact on cleaning arrangements and the quality of water. Fortunately the College had retained its normal water supply.

The Principal & Chief Executive confirmed, in response to a question by a Member if the College was receiving any additional funding as a result of the pandemic, that all day to day costs were being covered without any support. The Management Accounts would continue to provide a summary of costs so Members had a clear understanding of the amounts involved.

The Vice Principal Student Achievement & Progress explained the approach to the adjusted delivery arrangements with both online and in College activities. Learning walks and observations were being arranged to check on the learning experience for students. Announcements were expected shortly on any intended arrangements for examinations including the basis for assessments and when they will take place.

The Corporation agreed following a wide ranging discussion:

1. To thank the Principal & Chief Executive for the comprehensive update on the College’s approach to responding to COVID-19
2. To place on record the appreciation for staff and students in having to respond to the circumstances arising from COVID-19
3. To look forward to receiving further updates as and when there were any significant events and or changes in circumstances impacting on the College as a result of the pandemic

**21 REPORT OF THE PRINCIPAL & CHIEF EXECUTIVE**

The Corporation received and discussed the report of the Principal & Chief Executive.

Members recognised that the main focus for the Executive over the past six months or so was to steer NewVIc through the impact of COVID-19 and reopening at the beginning of the Autumn Term in September.

A number of non COVID-19 updates were provided in the report including the following:

* The management restructure had now been progressed and appointments had been made to most of the roles – the old and new structures were set out in the report for the information of Members
* Enrolment had gone well and although it was too early to say what the position would be at day 42 (the national day of count for funding purposes) although at present the College was above the funding target which would be extremely helpful in terms of securing funds for 2021/22 under the lagged funding arrangements and, possibly, receiving an additional in-year allocation for 2020/21
* The National Audit Office report on College finance published in September 2020
* The alert published by the National Cyber Security Centre (NCSC) relating to ransomware attacks
* The Department for Education summary on how extremists are using COVID-19 to promote disinformation, misinformation and conspiracy theories
* Concerns across the FE sector of delivering placements in 2020/21 for T Level as well as Study Programme students
* The majority of the 2019/20 UCAS applicants had secured a university place
* Various items of good news including the announcement that the NewVIc Sports Academy were the Silver Winners of the FE Team of the Year in the prestigious Pearson’s National Teaching Awards

Members were invited to raise any related issues arising from the report published with the Agenda. The enrolment position was of particular interest whilst appreciating that, as in past years, a number of full-time students apply to more than one college and then decide in September which one to attend. It was already known that 153 students had applied to NewVIc but had now opted to attend elsewhere. Other colleges, particularly in London and other cities, would also have such practice. The College was seeking feedback to understand why they had made such decisions so as to inform future planning.

It was also explained that an issue was emerging nationally that, in the absence of GCSE examinations, some students may have enrolled on A Level and vocational programmes that were not suitable for them. This provided an additional risk in terms of retention and achievement and was being closely tracked.

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

**22 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 Corporation AGREED:

1. To NOTE the updated KPI report which it was explained linked to the Risk Register as appropriate such as achievement rates, value added, students feeling safe, learner enrolments and staff costs
2. To recognise that, despite, the impact of COVID-19 there were positives for the College in 2019/20 in terms of performance and, therefore, it was appropriate to thank and congratulate the staff for all that had been achieved in the past twelve months
3. That the new Finance & Resources Committee and the Curriculum, Quality & Engagement Committee be asked to review the appropriate KPIs and consider if any additions or changes needed to be made to ensure that the KPIs in place were as appropriate and helpful as possible.

**23 BUDGET – 2019/20 – MANAGEMENT ACCOUNTS FOR JULY 2020**

The Corporation received and discussed the Management Accounts for July 2020 which would form the basis for preparing the Financial Statements for 2019/20 to be presented to the Corporation at the meeting on 16 December 2020 following the completion of the end of year audit.

The position set out confirmed that the College’s financial health was “outstanding” based on the ESFA methodology and all of the bank covenant requirements were satisfied.

In response to a question from a Member it was explained that the costs associated with the restructuring were charged against 2019/20 even though the process had been delayed due to COVID-19 and only just completed in the current year. This accounting treatment was thought to be appropriate and would be confirmed by the Auditors when the end of year review was completed.

The Corporation agreed to NOTE the Management Accounts for July 2020.

**24 SAFEGUARDING & PREVENT ANNUAL REPORT – 2019/20**

The Corporation received and noted the Safeguarding & Prevent Annual Report for 2019/20.

It was explained that the format of the Annual Report was as required by the London Borough of Newham and now included a section on the impact of COVID-19.

The College was experiencing an increase in reported safeguarding cases including since the beginning of the Autumn Term and these would be covered in future updates.

Member Paddy Salter advised that, as the Link Member for Safeguarding, he had some points he would progress with the Executive. The points would then be covered in the update to the first meeting of the new Curriculum, Quality & Engagement which would be held in early December 2020.

**25 COMPLAINTS ANNUAL REPORT – 2019/20**

The Corporation received and noted the Complaints Annual Report for 2019/20.

**26 CALENDAR OF MEETINGS – 2020/21**

The Corporation NOTED the dates of the planned meetings to take place in 2020/21:

* Wednesday 16 December 2020 at 5.30 pm
* Wednesday 31 March 2021 – time to be confirmed
* Wednesday 14 July 2021 – time to be confirmed

It was recognised that other meetings will be arranged if and when thought to be appropriate to address issues.

**27 GLA – APPLICATION FOR FUNDING**

The Corporation was advised that the GLA had provided the opportunity for colleges to submit an application for funding to support online initiatives through the Skills for Londoners Capital Fund – COVID-19 emergency recovery support.

Given the timetable of events for meeting the requirements for submission the GLA had advised that, as long as the Principal & Chief Executive was in support, the approval of the Corporation could be provided after the application was made.

The Corporation AGREED:

1. To support the application for funding submitted to the GLA
2. To look forward to hearing the outcome of the application for finding
3. That such requests for retrospective consideration should be avoided if at all possible and use be made of the Written Resolution arrangements if an urgent decision was required in the future to seek additional funding.

**28 CLIMATE CHANGE ROADMAP**

The Corporation NOTED that it was understood that capital funds may be available to support initiatives associated with the Climate Change Roadmap and this opportunity would be investigated.

**29 CORPORATION STRATEGY & PLANNING SESSION**

The Corporation recognised that it was appropriate to consider the arrangement for the Strategy & Planning session which would normally take place as a whole day event on a Saturday. Given the impact of COVID-19 it was proposed to explore with Members an on-line session in late January or February – possibly as 2 half day events.

**30 CONFIDENTIAL ITEM OF BUSINESS**

The Minute covering the item will be regarded as being confidential until agreed otherwise by the Corporation and will only be available to Independent Members and the Parent Member.

At this point the Principal & Chief Executive and all other members of staff (including the Corporation Staff Members) withdrew from the meeting.

Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX A**

**The Corporation of Newham Sixth Form College**

**7 October 2020**

**Committee Membership – 2020/21**

**Audit & Risk Committee**

* Jay Nair (Chair)
* Sohidul Hoque
* Kofo Ladele
* Julianne Marriott

**Curriculum, Quality & Engagement**

* Julia Shelton (Chair)
* Mandeep Gill
* Edet Okon
* Martin Rosner
* Mandeep Sahotay
* Paddy Salter
* Miklos Sarosi
* Elizabeth Scott

**Finance & Resources Committee**

* Simon Mayfield (Chair)
* Laura De Vos
* Mandeep Gill
* Kieran Healy
* Martin Rosner
* Graham Willson

**Governance & Search Committee**

* Martin Rosner (Chair)
* Joanne Dean
* Mandeep Gill
* Julia Shelton

**Remuneration Committee**

* Miklos Sarosi (Chair)
* Sohidul Hoque
* Kofo Ladele
* Julia Shelton

**APPENDIX B**

**The Corporation of Newham Sixth Form College**

**7 October 2020**

**Link Members – 2020/21**

|  |  |  |
| --- | --- | --- |
| Link Role | Status | Link Member |
| Safeguarding | Requirement | Paddy Salter |
| Careers Education & Guidance | Recommended | Julianne Marriott |
| Health & Safety | Recommended | Martin Rosner |
| Foundation Learning | College Curriculum Area  (includes SEN which is a recommended link area) | Paddy Salter |
| Arts, Media & ICT | College Curriculum Area | Joanne Dean |
| Science, Health & Child Studies and Sport | College Curriculum Area | Julia Shelton |
| Business and Travel | College Curriculum Area |  |
| Maths and Engineering & Construction | College Curriculum Area | Graham Willson |
| English, Social Sciences and Humanities | College Curriculum Area | Mandeep Sahotay |
| Employer Engagement | College focus and recommended | Elizabeth Scott |
| Marketing & Branding | College Support Area |  |
| Students’ Union | College activity |  |