

The Corporation of Newham Sixth Form College

Minutes of the Meeting held on 2 March 2020

Members

Gail May (Chair)	Independent Member	Present
Fabiha Ahmed	Student Member	Absent
Joanne Dean	Independent Member	Present
Mandeep Gill	Principal & Chief Executive	Present
Elizabeth Harris	Staff Member – Support	Present
Sohidul Hoque	Independent Member	Present
Julianne Marriott	Independent Member	Apologies – LA business
Jay Nair	Independent Member	Present
Martin Oakeshott	Independent Member	Present
Miklos Sarosi	Parent Member	Present
Sultana Shorab	Student Member	Absent
Julia Shelton	Independent Member	Present
Rayon Walters	Staff Member – Teaching	Apologies – Child care

Non-Members in attendance

Robin Jones	Clerk to the Corporation	Present
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1 PURPOSE OF THE SPECIAL MEETING OF THE CORPORATION

The Corporation NOTED that the Special Meeting had been arranged primarily to consider the recommendations from the two recent Senior Post Holders Appointment Panels although, since the Agenda had been published, a recommendation had been forwarded from the Audit & Risk Committee which had met as recently as 26 February 2020 and required early consideration.

2 APOLOGIES FOR ABSENCE

The Corporation NOTED and ACCEPTED the apologies for absence submitted by Members Julianne Marriott and Rayon Walters.

3 DECLARATION OF INTERESTS

The Members and the Clerk confirmed that there were no declarations of interest to be recorded on this occasion.

4 APPOINTMENT OF VICE PRINCIPALS – SENIOR POST HOLDERS

The Chair and the Principal & Chief Executive outlined the background to the recommendations that the two preferred candidates be appointed to the posts of Vice Principal Finance & Operations and Vice Principal Student Achievement & Progress both of which were designated as Senior Post Holders for the purpose of the Instrument & Articles of Government:

- The Association of Colleges (AoC) had supported the College in the recruitment and selection process
- The Selection Panel for the post of Vice Principal Finance & Operations had met on 24 February 2020 and had been formed of 4 Members (ie Gail May, Julianne Marriott, Martin Oakeshott and Mandeep Gill)
- The appointment process for the post of Vice Principal Finance & Operations had involved a Staff Panel, written exercises, presentation and interview with all aspects being taken into account
- The Selection Panel for the post of Vice Principal Student Achievement & Progress had met on 2 March 2020 and had been formed of 5 Members (ie Gail May, Joanne Dean, Julia Shelton, Martin Oakeshott and Mandeep Gill)
- The appointment process for the post of Vice Principal Student Achievement & Progress was similar to the other post although also included a Student Panel
- The recommendations to the Corporation relating to the two preferred candidates were unanimous

The Corporation AGREED following discussion which gave all Members to ask questions on the candidates and the selection arrangements:

1. To APPROVE the recommendations of the Selection Panels that Michael Gainlall be appointed Vice Principal Finance & Operations and Magdalena Johnson be appointed Vice Principal Student Achievement & Progress subject to the receipt of acceptable references and the completion of other formalities
2. To note that the start dates will be confirmed shortly
3. To thank all those involved in the selection process – staff, students and Corporation Members

Note: Those present were asked to keep the outcome of the selection process confidential until references were reviewed and the Principal & Chief Executive made an announcement to staff.

5 AUDIT & RISK COMMITTEE – RECOMMENDATION TO THE CORPORATION

The Corporation received the report of the Clerk which set out the recommendation of the Audit & Risk Committee which had met on 26 February 2020 primarily to consider the position of the Financial Statements Auditors and the Internal Auditors.

The Corporation AGREED following discussion:

1. To APPROVE the recommendation of the Audit & Risk Committee that a retendering programme be progressed so that Financial Statements Auditors are appointed to undertake the review of the draft Financial Statements for 2019/20 and Internal Auditors are in place for 2020/21
2. To note the intention to review the provisions of the current engagement letters before progressing the retendering programme
3. To note the planned timeline leading to recommendations being presented to the Corporation on 20 May 2020 or, if that proves not to be possible, to be progressed soon after via a Written Resolution.

6 CALENDAR OF MEETINGS – 2019/20

The Corporation NOTED the Calendar of Meetings for the remainder of 2019/20:

- 25 March 2020
- 20 May 2020
- 1 July 2020

All meetings are scheduled to commence at 6.30 pm unless otherwise agreed.

7 CONFIDENTIAL ITEM

The Staff Member withdrew from the meeting at this point given the nature of the item to be considered.

Chair: _____ Date: _____