



**Minutes of the Meeting of the Corporation, held on Monday 15 October 2018, 6.00pm
in the Boardroom**

Present: Mark Farrar (Chair)
Mark Bass (Vice Chair)
Yvonne Kelly (Principal)
Andrew Brown
Lisa Dee
Stuart Fraser
Sarkis Mazmanian
Doug Trengove (Staff Governor)
Forhad Altafi (Staff Governor)

In attendance: Wijay Pitumpe (Chief Finance & Enterprise Officer)
Janet Curtis-Broni (Executive Director – People & Organisational
Development)
Caryn Swart (Chief Operating Officer)
Maxine Deslandes (Director of Finance & Estates)

Victoria Eastwood (Clerk to the Corporation)

1. Welcome and apologies for absence

Apologies for absence were received from Elaine James and Evelyn Carpenter.

2. Declarations of Interest

Governors were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. The following were noted:

Agenda Item 3 – Search Committee Recommendations

Mark Bass (Vice-Chair), Elaine James

Agenda Item 4 – Annual Appointment of Chair and Vice-Chair

Mark Farrar (Chair), Mark Bass (Vice-Chair)

Agenda item 8 – Remuneration Committee Recommendations

Principal, Clerk and all College Staff including Staff Governors

3. Search Committee Recommendations

Mark Bass declared an interest in this Agenda Item.

The Clerk reported that the Search Committee had convened prior to the meeting to discuss the re-appointment of Mark Bass, Elaine James and Gareth Byrne. After discussion the following recommendation was approved:

Approved: That the Corporation approve the recommendation of the Search Committee to appoint:

Mark Bass for a further two year term of office;

Elaine James for a further one year term of office;

Gareth Byrne for a further one year term of office, reviewed in 3/6 months (co-opted to the Performance & Standards Committee)

All Committee membership to run concurrent with membership of the Corporation.

4. Annual Appointment of Chair and Vice-Chair

Mark Farrar and Mark Bass left the meeting.

The Clerk reported that it was good practice to review the position of Chair and Vice-Chair of the Corporation at the first meeting of the academic year. The current Chair and Vice-Chair had been in post for a year and both had expressed a wish to continue if nominated.

The Clerk referred to an email sent to all Members of the Corporation earlier that week asking for any nominations to the positions of Chair and Vice-Chair. No nominations had been received and it was unanimously agreed that Mark Farrar be re-appointed as Chair of the Corporation and Mark Bass be re-appointed as Vice-Chair of the Corporation for a further year.

Mark Farrar and Mark Bass returned to the meeting. The Clerk informed them of the Corporations decision.

Approved: That Mark Farrar be re-appointed as Chair of the Corporation and Mark Bass be re-appointed as Vice-Chair of the Corporation for a further one year period.

5. Minutes of the Previous Meeting – Monday 2 July 2018

The Minutes of the previous Meeting held on 2 July 2018 were agreed as a true and accurate record.

6. Matters arising

An update on outstanding actions from the July Meeting was provided:

| Agenda Item | Action | Responsibility | Timescale | Update |
|-------------|---|----------------|--------------|-------------------------|
| C/f | The implementation of a document management system be considered. | CFEO/Clerk | ASAP | Ongoing as part of GDPR |
| C/f | Online training to be completed by all Governors. | All | ASAP | Ongoing |
| 11. | A full presentation on College and student success to be emailed to the Corporation. | Clerk | ASAP | Complete. |
| 12. | The outcomes of the FE Choices survey be reported at the October Corporation Meeting. | COO | October 2018 | Included on Agenda |

The Clerk reminded the Corporation of the importance of completing the Governor training that had been issued and asked for all certificates to be returned as soon as possible.

7. Chair's Actions – Skills for Londoners Capital Fund

The Chair reported that due to time constraints he had approved, via Chair's actions, the College's submission of two Expressions of Interest (EoI) for the Skills for Londoners Capital Fund. The Corporation were provided with the details of both EoI and unanimously approved the Chair's actions.

Approved: That the Chair's actions for the Expressions of Interest for the Skills for Londoners Capital fund be approved.

8. Remuneration Committee Recommendations

This Agenda Item was Minuted Confidentially under Instrument 17 (2) (a) and (c).

9. Review of Confidential Minutes 2017/18

The Corporation were reminded that the Instrument and Articles of Government state that when an Agenda Item is Minuted confidentially, such Minutes shall be reviewed on an annual basis. During the period December 2017 – July 2018 there had been three occasions when a Confidential Minute had been recorded. In addition, it was agreed at the February 2018 Corporation Meeting that a Minute from the July 2017 Corporation Meeting should be reviewed and Minuted confidentially.

The Corporation considered the relevant Minutes and agreed the following:

Minutes of the Corporation - 3 July 2017 – remain confidential

Minutes of the Corporation - 19 April 2017 – remain confidential

Minutes of the Policy & Resources Committee 19 Mar 2017 - remain confidential

Minutes of the Corporation - 30 May 2018 Procat – to be released

Minutes of the 2 July 2018 to be released.

All Minutes that remained confidential would be reviewed in twelve months time.

Approved: That the Minutes of the Corporation – 30 May 2018 and 2 July 2018 be released into the public domain. All other Minutes to remain Confidential until review in 2019.

10. Review of Corporation Terms of Reference

Board Members reviewed and agreed the suggested amendments/additions to the Corporation Terms of Reference.

The Clerk referred to the proposed increase in the Determination of the Corporation from 13 to 14 Members. This was to allow for two Staff Governors and a current vacancy on the Corporation to be filled. The increase in Determination was unanimously approved.

**Approved: That the Corporation Terms of Reference be approved for future.
That the Determination of the Corporation be increased from 13 to 14 members.**

11. Corporation Schedule of Business 2018/19

The Clerk reported that the proposed Corporation Schedule of Business for 2018/19 had been prepared in consultation with the Executive Team and taking into consideration sector priorities, the Instrument and Articles of Government, Audit Code of Practice and AoC Good Practice Guides. It was noted that although the schedule of business would be adhered to as much as possible, it was a working document and may be amended to reflect changes in priorities where relevant.

The Clerk also advised that Corporation reports were in the process of being revised to ensure they were more focussed on key issues.

Approved: That the Corporation Schedule of Business be approved for 2018/19.

12. Curriculum Links - Update

The Clerk thanked all Governors who had already participated in the Governor Links scheme and asked to be informed if any Governor had not yet had contact with their Curriculum Area. Governors were asked to provide feedback to the Clerk to inform a report for the Performance &

Standards Committee.

It was agreed that the process required two way reporting and the Curriculum areas would also be asked to provide feedback. Frequency on how often visits would take place would be clarified.

Agreed: That the position be noted and a report on Curriculum Links be presented at the November Performance & Standards Committee.

13. GDPR Update inc Policies

The Clerk provided an update on the work taken place to ensure GDPR compliance across the College since the July Corporation Meeting. Board Members had been provided with the following policies in advance of the meeting to review for approval:

- GDPR Policy
- Data Rights of Individuals Policy
- Data Retention Policy
- Data Breach Notification Policy and Procedure

It was noted that the Data Retention Schedule was still work in progress and would be finalised by the GDPR Task Group at their next meeting.

The Chair commented that the finance element of the retention schedule referred to 'indefinitely' and advised that this would not be accepted under the regulations as documentation could not be held indefinitely. It was agreed that this would be referred to Finance for amendment.

The Vice-Chair advised that it would be beneficial not to refer to the DPO by name in the GDPR Policy as if the person occupying that position changed, the Policy would need to be amended. This was agreed.

It was confirmed that there would be a follow-up Audit for GDPR at the beginning of 2019.

Agreed: That the position be noted and subject to the agreed amendments, the GDPR policies be approved for future use.

14. Barclays Bank Mandate

The Clerk provided a copy of the Barclays Bank Mandate advising that authorisation was required for the following signatories to be removed from the Euro account as they were no longer employees of the College (names omitted under GDPR):

- Vice Principal
- Exam Manager
- CIS Engagement Officer
- Head of Admissions

Approved: The Corporation approved the removal of the signatories and authorised the Principal and CFEO to sign the mandate.

15. Balance Scorecard and Operational Deliverables 2017/18

The Chief Operating Officer (COO) reported that the final return for 2017/18 would be submitted at the end of the week. Detail of the operational deliverables would be discussed at the November Performance and Standards Committee Meeting.

The changes from the June position were highlighted:

- English and Maths attendance remained low. Actions to address attendance issues resulted in some improvements but Functional Skills at Level 1 and 2 remained challenging in terms of on-line assessment.
- High Grades increased by 4%
QAR showed improvements on 2016/17 against all main KPI's as set out in the Balance scorecard, with the exception of GCSE and English and Maths. Most were up by 2% of the

targets set. For 16-18 year olds there was an improvement at Levels 2 and 3 but further work was required to improve Level 1.

- GCSE overall results had dropped for both age groups and the impact of GCSE Reforms had seen an overall drop in high grades.
- The achievement rates for Apprenticeships, whilst having improved for the 24+ and 19-23 year group had not met the targets set. The factors impacting performance include redundancies for some apprentices.
- Extensive employer engagement activities resulted in a number of key employer partnerships.

Quality improvement actions had led to a number of new developments in teaching, learning and assessment. A detailed review would be provided at the next meeting of the Performance and Standards Committee including analysis by area, challenges re Levy, English and Maths attendance and new strategies for this year.

The Chair thanked the COO for the report advising that it was an objective read of the issues.

Agreed: That the current position be noted.

16. Outcome of FE Choices Survey

The COO reported that the College did not hit the threshold for the FE Choices Survey as students were 'survey fatigued.' 56% of Colleges hit by the same problem, clearly an issue of timings. The College will look at timings of surveys and assures the Corporation that the data is being collected. Induction survey results would be presented to the Performance & Standards Committee.

Agreed: That the position be noted.

17. Annual Report for Safeguarding and Prevent 2017/18

The Executive Director – People & Organisational Development (EDPO) provided a summary of Safeguarding incidents/concerns that had taken place during 2017/18. The main issues were highlighted as follows:

- Embed FBV and Critical Thinking in all study programmes
- Improve curriculum team awareness and support for LAC students
- Enlarge and strengthen the SGO team

Stuart Fraser commented that the report was very comprehensive and it seemed that the College had the right systems and procedures in place.

In response to a question from Stuart Fraser, the EDPO advised that different approaches were used to embed British Values across the College and a lot of work took place in tutorials.

Approved: That the Safeguarding and Prevent Report 2017/18 be approved.

18. Principal's Update

The Principal provided an update on key issues affecting the College:

- There were major economic and social challenges impacting on the UK. The UK Industrial Strategy outlined a number of key aims and priorities but current skills policies were unlikely to address falling public investment in skills, slow productivity and growth and skills shortages in technical occupations.
- The ability of colleges to meet these challenges was being held back by significant financial issues. The College was managing finances very well.
- Recruitment 2018/19 – overall 16-18 recruitment was performing in line with the planned target of 2905 and the College expected to achieve both learner numbers and income by the end of the academic year. Both adult provision and apprenticeships were recruiting well and were expected to achieve planned income targets, however, adult loans (now a risk line) and HE continued to slow. HEFCE was the biggest concern with a year on year decline. AEB was moving to devolution and all the different funding streams had to be carefully managed, thanks

were recorded to all the teams involved in this.

- Spending Review – AoC had prepared a detailed Budget submission which made the case for the longer-term education reforms that the government should adopt in the 2019 Spending Review. The AoC was proposing a fresh approach to education spending for the period from 2020-21 onwards with real investment in sector to raise achievement, narrow educational gaps and improve productivity. There were several key items, including those relating to pay and pensions that needed to be addressed immediately and these were identified for the Corporation.
- Love our Colleges campaign – the College had developed a schedule of activities to highlight the contribution it makes and the brilliant staff that make it all possible. The Principal, CFEO and COO would be attending the day of lobbying on Wednesday 17 October 2018.
- College initiatives – Erasmus 262 students; Mayor’s Digital Talent Programme; Learn Direct Programme; ESF Flexi Learn Programme.
- The College was the leading provider within the TfL Mayors Construction Academy (MCA) Hub Application and would lead East London provider group. The College was also a named provider in the LBBID bid. Successful applications would be announced shortly.
- The College had submitted an Expression of Interest to develop E block into the Smart Construction Centre (SCC) to support the development and delivery of modern methods of construction and modular construction.
- The College successfully achieved IoT Stage 1 and was currently progressing the Stage 2 application to meet the deadline of 21 November 2018. If the second stage was successful the Corporation would be involved in detailing the overall Governance structure.
- The College had submitted AoC Beacon for Student Support and made it through to the final six. Three student awards had also been submitted.
- ITN production, Learning for Life, would be featured at the AoC Annual Conference.

Agreed: That the position be noted.

19. Capital Development - Update

The Chief Finance and Enterprise Officer (CFEO) provided a further update regarding the project:

- The ‘Pagabo’ framework has been accessed for the appointment of the main contractor. The Tender deadline was 6 November 2018.
- The total project budget remained at £9,995K. The current QS cost estimates was most likely £10K.
- Loan application process with Barclays Bank was still in progress.
- Planning permission had been obtained with no onerous planning conditions.
- Decanting process was going well and all portacabins were now in place. Thanks were recorded to the Curriculum and Estates teams.

Stuart Fraser advised that it was not generally good practice to receive only two tenders for a project of such value and that the College should carefully review both tenders to ensure efficacy. The CFEO said in response that the Pagabo Framework had been used. All Pagabo contractors had been invited and two contractors had submitted the tenders. The College had been restricted by the framework but was confident in the applications to be received.

Stuart Fraser asked what had been reduced to allow the project to have been value engineered to £10 million. The CFEO responded that only the first part of the building would be cladded, £300K enabling costs had been removed and works had been allocated to a local company. Mr Fraser further queried whether the retention of a large amount of the existing cladding would compromise the building’s energy performance and also compromise the latest Building Regulations as he did not regard de-scoping of the cladding nor the re-allocation of costs as value engineering. The CFEO replied that energy performance would be reviewed within the project.

Stuart Fraser queried how the College could be confident of the end cost. The CFEO replied that the tenders would specify the detail. The Principal added that there was a small amount of contingency in the budget.

The CFEO reported that the College had been contacted by an education provider inquiring about purchasing some land from the College. An initial meeting has taken place and discussions were at a very early stage.

The Principal advised that a further report would be provided at the Policy & Resources Committee.

The Chair stated that he was in agreement for the College to discuss the proposals but any further actions would need to be authorised by the Corporation.

Agreed: That the position be noted.

20. Management Accounts to end September 2018

The Director of Finance & Estates (DoFE) reported on the accounts to the end of September 2018.

The Corporation were advised that the College was only two months into the financial year and curriculum numbers were yet to stabilise. The College's cash position as at the end of September 2018 stood at £9.004m. The College was expected to achieve its projected full year operating surplus budget of £0.35m.

In response to a query from the Vice-Chair, it was noted that non-pay figures would self-correct.

The DoFE advised the Chair that in terms of cash flow, staff tended to spend more money at the end of the year.

Agreed: That the position be noted.

21. Draft Minutes – Performance & Standards Committee – 11.06.18 & Verbal Update

The Clerk reported that the Performance & Standards Committee Minutes had been omitted from the July 2018 Corporation Agenda and were presented for information and reference. The key issues from the Committee were highlighted by the Clerk.

Agreed: That the position be noted.

22. Risk Management Strategy

CFEO advised that this was the annual review of the Risk Management Strategy which had been designed to provide a framework for managing the risks the College faced and ensuring its objectives were achieved in the most effective way. There were no changes to the strategy at the current period.

The Corporation were reminded that the Risk register was presented to the Audit Committee and managed through the Senior Leadership Team.

In response to the Chair, the CFEO advised that the Corporation would be made aware of any high level risks through the reports from the Audit Committee.

Approved: That the Risk Management Strategy be approved.

23. Date and time of next meeting – 10.00am Tuesday 11 December 2018 – Strategic Planning Event and Corporation Meeting.

The Chair thanked all those in attendance for their contributions and the meeting closed at 8.15pm.

| Agenda Item | Action | Responsibility | Timescale | Update |
|--------------------|---|-----------------------|------------------|-------------------------|
| C/f | The implementation of a document management system be considered. | CFEO/Clerk | ASAP | Ongoing as part of GDPR |
| C/f | Online training to be completed by all Governors. | All | ASAP | Ongoing |
| 12. | Report on Curriculum Links be presented at the November Performance & Standards Committee | Clerk | 26 November 2018 | |
| 13. | Suggested amendments to be made to the GDPR Policy and Retention Schedule. | DPO | ASAP | |

Signed.....

Date.....

Mark Farrar (Chair)