



**Minutes of the Meeting of the Corporation, held on Monday 19 February 2018, 6.00pm
in the Boardroom, BDC.**

(The Corporation Meeting was preceded by a brief E-Governance presentation from E-Share)

- Present:** Mark Farrar (Chair)
Mark Bass (Vice Chair)
Yvonne Kelly (Principal)
Evelyn Carpenter
Lisa Dee (as from Agenda Item 7)
Stuart Fraser
Elaine James
Sarkis Mazmanian
Doug Trengove (Staff Governor)
Bailey Stephenson – Dielhenn (Student 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 and Estates)
Victoria Eastwood (Clerk to the Corporation)

The Chair welcomed all present to the meeting and Bailey Stephenson – Dielhenn was welcomed to his first meeting as Student Governor.

- 1. Welcome and apologies for absence**
Apologies for absence were received from Andrew Brown.
- 2. Declarations of Interest**
Governors were reminded of their responsibility to declare an interest in relation to specific items on the Agenda if appropriate. None were anticipated.
- 3. Minutes of the Previous Meeting – Monday 11 December 2017**
The Minutes of the previous Meeting held on 11 December 2017 were agreed as a true and accurate record.
- 4. Matters arising**
An update on outstanding actions from the December Meeting was provided:

Agenda Item	Action	Responsibility	Timescale	Update
	There were no specific actions arising from the meeting.			
	The outcomes and	Clerk	Feb 2018	Included in the

	analysis from the Strategic Planning Event to be incorporated into the Corporation training plan.			papers for the February Meeting.
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The Clerk reminded the Corporation that the Search Committee's recommendation to appoint Andrew Brown had been approved via email after the December Corporation Meeting in accordance with Instrument 14 (13).

5. Chair's Actions

There were no actions to report.

6. Search Committee Recommendations

The Clerk advised that the Search Committee had convened prior to the Corporation Meeting that evening to discuss the appointment of Lisa Dee as a member of the Corporation. Lisa's background working at Film LBBB was discussed and the current skills gap for creative/digital within Corporation membership was noted.

After further discussion, the Search Committee's recommendation to appoint Lisa Dee was approved. As time commitment had been highlighted at the meeting, a one year term of office was agreed in the first instance.

Approved: That the recommendation of the Search Committee to appoint Lisa Dee as a member of the Corporation for a one year term of office be approved. Ms Dee is also to be appointed to the Performance and Standards Committee, membership of the Committee to run concurrent with the term of office on the Corporation. Membership to be reviewed after one year.

7. Apprenticeship Report

The Corporation were provided with an update of the current position on apprenticeship income and the forecast to year end 2017/18. The Principal highlighted the allocations from the ESFA and the total actual to date of £1.27m.

Members were informed that the current variance from the budget was c£500K with the year-end forecast actual at £2.783m. There had been a slow start with regards to the Levy; however, Colleges nationally were anticipating a fall of 9% in new starts across all sectors.

Both a Non-Levy and Levy risk analysis was provided by the Principal and the Corporation were advised that the following assurance activities were being implemented to mitigate these risks:

- Contract in progress with 'One Housing Ltd'
- Transfer of Carillion apprenticeships from CITB contract
- LBBB Levy contract negotiations
- Greenwich Levy contract secured
- Redbridge managing agents contract

Evelyn Carpenter asked for clarification on the size of the Greenwich contract. The Principal replied that this was £24K.

The Chief Finance & Enterprise Officer (CFEO) stated that a lot of work was currently taking place and expenditure was being decreased to ensure the College bottom line was not affected. It was expected that by the end of July 2018, the College would not have a deficit.

Stuart Fraser questioned whether there was any further work that could be done. The Principal advised that there was a period of waiting for the landscape to become evident e.g. T-levels and

the College would respond accordingly.

Evelyn Carpenter asked whether the College would be cutting back on staff to decrease expenditure. The CFEO replied that there were already savings coming through and the College had a £500K contingency. There was also an ESF project that would offset some of the cost.

Agreed: That the position be noted.

Action: An updated position and further detail would be provided at the March Policy and Resources Committee.

8. Strategic Directions – Operational Deliverables and Balance Scorecard for 2017/18 - Update

The Chief Operating Officer (COO) presented an update on the operational deliverables and Term 1 balance scorecard and a review of the performance of the 2017/18 year to date.

The Corporation were directed to the balance scorecard 2017/18 and the areas highlighted as red or amber. Discussion focussed on the areas highlighted as red:

- The Levy (newly added to the scorecard)
- Advanced Learning Loans
- Apprenticeship recruitment
- Attendance rates
- Mandatory training (should reach 100% by the end of the year).

Members were informed that English and Maths attendance was specifically an issue and whole college assessment day/mock exam days had taken place for this area. Attendance overall, however, had increased from 82% to 83%.

In response to a question from Evelyn Carpenter, the COO clarified that ARC stood for Action Research Communities, the aim of which was to encourage a whole team approach within departments to focus on solving a problem or an area of innovation and to promote good practice.

Evelyn Carpenter questioned why Coventry University was not mentioned in the list of HEI's. The COO explained the College's current approach with HEI's and confirmed that the College was definitely working with Coventry University on a range of projects that provided the correct fit for the College.

The Chair asked what had caused the reduction in take up of Advanced Learning Loans. The COO replied that access to HE had been dominated by courses in Nursing/Midwifery. The removal of bursaries in these areas had severely affected the market. The College was trying to offer flexible approaches to learning and was introducing alternative pathways such as Law.

Agreed: That the current position be noted.

9. Safeguarding and Prevent Annual Report

The Executive Director – People & Organisational Development (EDPOD) presented the annual report for Safeguarding and Prevent 2016/17 and highlighted the following key points:

- In total there were 107 disclosures taken forward as safeguarding concerns in 2016/17. This was a slight increase on the previous year.
- In 45% of cases outside agencies were involved e.g. Social Services.
- There were 31 self-harm and risk of suicide cases and 3 cases of a radicalisation concern.
- The College has a consistent team of 7 Safeguarding Officers who support the Principal Safeguarding Officer.
- All new staff completed on-line Safeguarding and Prevent training. Existing staff have completed an online training update on Safeguarding, Prevent and Professional Behaviour. Face to face training is also provided on CPD days.
- The Safeguarding Strategy group met each term during the year. Elaine James is the Safeguarding and Prevent Governor.
- In May 2017, OFSTED judged Safeguarding and Prevent at the College to be highly

effective.

Elaine James stated that the multi-agency approach allowed the College to be able follow learners throughout each stage of the development of their cases.

Stuart Fraser questioned whether it was necessary to record if incidents had occurred inside or outside of the College. The EDPOD replied that a lot of cases occurred outside of the College but it was the holistic approach that was important. We must act on the welfare of all learners at the College.

Evelyn Carpenter asked for clarification on the term 'a curriculum concern about bullying.' The EDPOD stated that the College distinguishes between safeguarding issues and bullying issues, the latter being dealt with by staff who receive a range of appropriate training.

In response to a query from Evelyn Carpenter, the EDPOD stated that the within the area of Health and Social Care there were the most cases reported as due to the nature of their curriculum, learners in this area are more aware and more likely to raise issues.

The Chair commented that the report showed 80% of learners felt safe within the College for the period reported. The Principal advised that this figure had now increased to 87% and there had been issues with lighting on the car park last year which had been addressed.

Evelyn Carpenter questioned how the College dealt with sexual harassment cases. The EDPOD replied that awareness of these issues needed to be raised and lessons needed to be learnt on the use of certain language. In some sexual harassment cases, the students involved had been in a previous relationship together which had failed.

The Chair questioned what controls were put in place for the use of sub-contractors. The EDPOD stated that all sub-contractors were subject to DBS checks and a contract was put in place that was reviewed in the workplace.

Approved: The Safeguarding and Prevent Annual Report for 2016/17 was approved by the Corporation.

10. Equality & Diversity Annual Report

The EDPOD presented the Equality & Diversity Annual Report, advising that the was an external facing report intended to be accessible to the general public and would therefore be uploaded to the College website once approved by the Corporation.

The following key areas were highlighted for the Corporation:

- Equality and Diversity
- Teaching and Learning
- EDIMS (including achievement gaps)
- Staffing
- Initiatives for training
- Objectives and progress
- Gender pay gap

Evelyn Carpenter queried why the report appeared to show that looked after children were not achieving. The COO replied that the Borough had become the location of choice for 16-18 ESOL students and there had been an influx of unaccompanied minors that had quickly been moved on therefore affecting the retention rate.

In response to a question from Evelyn Carpenter on success by gender, the COO stated that there were issues with females not achieving in male dominated areas and that the area of motor vehicle was mainly affected. The issues, however, were not solely gender specific and some issues were IAG related. There were currently no female tutors in Motor Vehicle but in Engineering the split was 50/50. This was being reviewed.

The Chair asked how the E&D calendar was used. The EDPOD responded that the calendar celebrated different events across the year and was also aligned to celebrations within the borough. The E&D Committee included stakeholders from a range of different areas which helped ensure good practice.

Approved: The Equality & Diversity Annual Report was approved.

11. Principal's Update

The Principal provided an update on the current position, funding, challenges and opportunities within the sector. The key points below were discussed:

- T-levels – 900 hours/year when rolled out
- English and Maths strategy – Centres for Excellence £40m/Pilots of new approach £8.5m
- A-level and Core Maths enrolment growth - £80m
- National Retraining Scheme - £70m
- National Career Learning Pilots - £40m
- Potential for capital to support colleges in 2019 – focus in skills
- Student Success
- IIP – awaiting report
- The Mayor's Construction Academy Scheme (MCAS)
- London East
- E-Shelter
- National Skills Academy Rail
- Match funding bid received to upgrade Science Lab.

The Principal advised that an expression of interest had been submitted by the College with regards to becoming an Institute of Technology (IoT). Detailed discussion on potential partners and synergies was discussed. The Corporation were informed that the deadline for submission of Stage 1 was the 1 March 2018. A paper detailing the legal and governance implications of the proposed IoT would be presented at the next meeting of the Policy & Resources Committee.

The Corporation were shown a short video on the student success to date at the College.

The Chair thanked the Principal for a comprehensive report and the position was noted.

Action: A paper detailing the legal and governance implications of the proposed IoT would be presented at the next meeting of the Policy & Resources Committee.

12. General Data Protection Regulations (GDPR)

The Clerk provided a brief background on the requirements of the GDPR and advised the Corporation of the College's current position, aligned to the action plan provided.

The Corporation were asked to approve the appointment of the Clerk to the additional role of Data Protection Officer which was unanimously agreed.

The Chair suggested that the College consider the implementation of a document management system to assist with compliance of GDPR requirements. It was agreed that this would be discussed.

Approved: That the appointment of the Clerk to the additional role as Data Protection Officer (DPO) be approved.

Action: That the implementation of a document management system be considered.

13. Capital Development Update

The CFEO reported the good news that the GLA had approved the 50% support of the grant funding (£5m). The College had signed the relevant grant funding documents and was awaiting the GLA signed documents to be returned.

The Corporation was informed that the invitation to tender for the borrowing facilities had been issued to four banks (Barclays, Santander, Lloyds and Metro). A response was anticipated from Barclays and Lloyds – one tender had been received at the time of the meeting. The Tender outcome would be agreed at the April Corporation Meeting.

The CFEO reported that a detailed report on the borrowing facility and the current position on procurement/professionals would be provided at the next meeting of the Policy & Resources Committee.

Agreed/Action: That the position be noted and a detailed report on the covenants now required by the banks and the current position on procurement/professionals be provided at the next meeting of the Policy & Resources Committee.

14. Management Accounts to end December 2017.

The Director of Finance and Estates (DOFE) provided the latest financial information for the first five months of the financial year to 31 December 2017. The Corporation were advised that the College cash position stood at £7.3m and there was a need to carefully manage cash due to the delay in receiving Levy payments. January/February was also the time of year when the College received the lowest pay-out from ESFA.

Sarkis Mazmanian queried whether the shortfall would affect end of year performance. The DOFE replied that the target was £350K, contingency was £500K and salary savings had been made through vacancies. The CFEO added that delivery costs would also adapt therefore the College was expected to meet its surplus target.

Evelyn Carpenter commented that the report contained a lot of negative variances. The CFEO stated that this was a challenging time but the position provided was year to date and the January 2018 accounts will reflect savings. The DOFE advised that the negative lines in the report reflected the delayed payment of the Apprenticeship Levy income payments from the employers' Digital account. This had an impact on the College's cashflow but steps had been taken to resolve this. The Chair suggested that the report needed to reflect this. This was agreed.

Stuart Fraser stated that the risk must be managed. The CFEO advised that a raft of work was being undertaken and SLT monitored the funding tracker weekly.

Agreed: The current position be noted.

Action: That the management accounts reflect the delayed payment of the Apprenticeship Levy income payments from the employers' Digital account.

15. Corporation Training Plan

The Clerk explained that the proposed training plan aligned to the outcomes of the Governance self-assessment and the Strategic Planning Event. She advised the Corporation that the Governor dashboard was being developed and this would assist in ensuring Governors were up to date with developments in the College. The dashboard would be aligned to the KPI's provided in the balance scorecard.

The Vice Chair advised that he had recently attended an ACER conference on Governance that had been extremely useful, particularly from an Ofsted perspective. He added that most colleges had at least two representatives from their governing bodies present, enabling a more relevant and better discussion in the workshop parts of the event, and encouraged Governors to attend such events when possible. Discussion ensued on whether Governors were comfortable in answering some of the proposed questions Ofsted would now ask in an inspection. It was agreed that the presentation from the conference be emailed to all Governors.

The Chair referred Governors to the links to online training and urged all Governors to complete these at their convenience. It was noted that links to the GDPR training would be issued once the governor email addresses were live.

The Clerk advised that she would consider the outcome of these discussions with the Chair in the first instance and the Strategic Planning Event would provide the opportunity to address some of the initial concerns.

Approved: That the training plan be approved and the ACER slides be circulated to Governors.

16. Review of July Corporation Meeting Minutes

The Clerk explained the position with regard to the detail contained in the July Corporation Minutes and the recommendation that, as this could be deemed commercially sensitive, Agenda Item 9 be minuted confidentially, to be reviewed on an annual basis. This was unanimously agreed by the Corporation.

Approved: That the Minutes of the July 2017 Corporation Meeting be amended and Agenda Item 9 be minuted confidentially. This confidential minute to be reviewed annually.

17. For information only – Annual Report of the FE Commissioner 2016/17

The report was noted.

18. AoB

It was agreed that a draft meetings schedule for 2018/19 would be presented at the April Strategic Planning Event.

19. Date and time of next meeting – Thursday 19 April 2018 – Strategic Planning Event.

The Chair thanked all those in attendance for their contributions and the meeting closed at 8.30pm.

Agenda Item	Action	Responsibility	Timescale	Update
7.	Detailed Apprenticeship report and updated position to be provided at the next P&R Committee.	Clerk	19/03/18	
11.	A paper detailing the legal and governance implications of the proposed IoT to be presented at the next meeting of the Policy & Resources Committee.	Clerk	19/03/18	
12.	The implementation of a document management system be considered.	CFEO/Clerk	ASAP	
13.	A detailed report on the covenants now required by the banks and the	Clerk	19/03/18	

	current position on procurement/professionals to be provided at the next meeting of the Policy & Resources Committee.			
14.	That the management accounts reflect the delayed payment of the Apprenticeship Levy income payments from the employers' Digital account.	DOFE	ASAP	Complete
15.	Online training to be completed.	All	ASAP	
15.	That the ACER Governance slides be circulated to all Governors.	Clerk	ASAP	Complete
16.	That the Minutes of the July 2017 Corporation Meeting be amended and agenda Item 9 be minuted confidentially.	Clerk	ASAP	
18.	Draft meetings schedule 2018/19 to be presented at the April Strategic Planning Event.	Clerk	19/04/18	

Signed.....

Date.....

Mark Farrar (Chair)