



Minutes of a meeting of the Corporation held in the College on 16 March 2023 at 1730 hrs.

<b>Present</b>	Alex Adranghi	Steven Blackshaw (Chair)	Martin Buck	Sian Cooke
	Michael Desmond	Mannat Malhi	Vicky Maskell	Adam O'Brien
	Kevin Watson (Principal)	Alison Wong		
<b>In Attendance</b>	Adrian Cottrell (VP(F&R))	Ralph Devereux (Clerk)	Mohammed Khabbازه (VP(C&Q))	Kishan Pithia (VP(SS))
<b>Apologies</b>	Sheza Afzal	James Cross		

**PART ONE**

**34/22 ELIGIBILITY, QUORUM, DECLARATION OF INTERESTS AND APOLOGIES**

- a. The apologies were accepted. No notice had been received of any member becoming ineligible to hold office, the meeting was quorate and no interests were declared.
- b. The Chair welcomed all, particularly Vick Maskell to her first Corporation meeting (Item 4e refers)

**The information was received.**

**35/22 MINUTES OF AND ACTIONS FROM THE LAST MEETING**

- a. The minutes of the meetings as below were considered, the:
  - (i) last regular Corporation meeting held on 8 December 2022;
  - (ii) Special Corporation meeting held on 24 January 2023; and
  - (iii) Awayday held on 3 February 2023.

All were approved for electronic signature: **(Action 1)**

- b. Actions from the last meetings had been completed.

<b>08.12.22. See referenced minute for full detail.</b>		<b>Status</b>
<b>Action 1</b>	18/22b. Business order rearranged.	
<b>Action 2</b>	19/22. Dispensation for late AFS filing to be sought.	
<b>Action 3</b>	19/22. Special meeting date to be agreed.	
<b>Action 4</b>	20/22a. Minutes approved for electronic signature.	
<b>Action 5.</b>	21/22a(i). Staffing reorganisation approved for implementation.	
<b>Action 6</b>	21/22a(ii). Four Policies approved.	
<b>Action 7</b>	23/22b. Support staff pay award approved.	
<b>Action 8</b>	24/22d. Regulatory Documents on March Agenda	
<b>24.01.23. See referenced minute for full detail.</b>		<b>Status</b>
<b>Action 1</b>	28/22b. Paper to be circulated 7 days before meeting.	
<b>Action 2</b>	29/22a. ACAR accepted and approved.	
<b>Action 3</b>	29/22b. Ext Audit Management Report accepted and approved.	
<b>Action 4</b>	29/22c. IAS Annual Report accepted and approved.	
<b>Action 5.</b>	29/22d. Going concern status adopted.	
<b>Action 6</b>	29/22e. Letter of Rep as amended approved for signature.	
<b>Action 7&amp;8</b>	29/22f. AFS approved for signatures	
<b>Action 9</b>	30/22. CFFR approved for submission.	

- c. There was no urgent business requested.

**The information was received.**

**Actions had been identified. (Register 45/22 below)**

### **36/22 COMMITTEES**

Minutes of Committee meetings since the Corporation had last met had been electronically circulated to all Members, each was then explained:

- a. Standards Committee (StC). Meetings (08.12.22) (11.01.23) & (22.2.23) were considered together with a verbal update of the meeting held earlier that day. Personal exchanges with Middle Leaders continued with the focus on Teaching and Learning (T&L) and steady progress was apparent, challenges associated with integration of the “Back on Track” (BoT) students were being met and focus on tutoring continued. Members welcomed the information.
- b. Finance & General Purposes (FGP). Meetings (11.01.23) & (15.03.23 verbal). The Committee focus remained on tight budgetary control, particularly on catering and cleaning expenditure and a report on IT arrangements, clearly an important and high expenditure area, would be presented to the next meeting. The initial draft budget for the 2023/24 had been considered and the assumptions agreed.
- c. Audit Committee (AC). The Meeting (20.01.23) The minutes were noted and received.
- d. Search Committee. The Meeting held (06.02.23) The minutes were noted and received.

**The information was received.**

### **37/22 PRINCIPAL’S REPORT**

The Principal updated the meeting on current issues.

- a. FE Commissioner’s (FEC) Annual Strategic Meeting. The annual exchange and strategy discussion had been completed, the cordial and frank exchange had noted the progress and current challenges; the visit summary (attached) was noted. Significantly, the enrolment target had now been accepted as a realistic 1100.
- b. The National Education Union (NEU) had called strikes on the 1 February and 2 March and today was the second day of the third round. During stoppages, the College remained open to allow students access to facilities and student services. However, the good news was that an unexpected agreement had been notified on 7 March, details included, all effective from 1 September 2022:
  - (i) a 5%-8.9% differentiated (over 5% limited to the lowest salaries) increase for main pay scale teachers;
  - (ii) 5% across the board for all other teachers; and
  - (iii) 5% increase on responsibility allowances.

The NEU dispute with the Secretary of State (SoS) continued and a further ballot would be required to continue action after May. The Senior Post Holders other than the Principal (SPH) then withdrew from the meeting, and it was unanimously agreed that where applicable these arrangements would apply. **(Action 2)** The SPH then re-joined the meeting.

- c. Adjustment of the staffing profile, to cater for the reduced student cohort, was proceeding well, with £600k identified towards the target £800k, full detail in the report was noted; there had not been any mandatory redundancies. The meeting was assured that the structure was appropriate for the changed student profile including for the English and Maths (EAM) delivery.

- d. Major alterations to the Lea Bridge roundabout had been announced and assurances had been received that noise limitation measures during the works would be introduced. Members would be fully updated on necessary associated student safety procedures. It was suggested that the roundabout could be renamed to identify with the College: suggestions included “College or “B6 Roundabout and that would be suggested to Hackney London Borough Council.
- e. The Boxing Academy (the former Sports Hall) was now planned to open in April 2025 and the planned development timeline was noted.
- f. An informal Ofsted review of careers provision had been completed on 9 March, there was no associated report, but all appeared to have gone well.

**The information was received.**

**Actions had been identified. (Register 45/22 below)**

### **38/22 COVID UPDATE**

There were no Covid related issues to bring to the meeting and it was decided that this should no longer be a standing agenda item. **(Action 3)**

**The information was received.**

**Actions had been identified. (Register 45/22 below)**

### **39/22 FINANCE REPORT**

- a. Report. As explained in the FGP Minutes (32/22b) A detailed application, required by “Managing Public Money” had been submitted to the Education & Skills Funding Agency (ESFA) and the Department for Education (DfE) to continue use of the overdraft facility until July this year, which had been agreed but limited to £300k; no further overdraft would be permitted. That would be replaced with a refinancing arrangement (a DfE term loan) subject to strict provisions, which had been fully explored by the Committee. Detailed arrangements for the repayments were delegated to the FGP Committee. **(Action 4)** Procurement arrangements had also been considered.
- b. Draft Budget 2023/24. The assumptions for the draft budget for 2023/04 had also been agreed assuming a pay increase of 5%, any further claim would be assumed by the unions as funded by the ESFA however if that was not the case then further expenditure cuts would be necessary.
- c. Management Accounts. The accounts, drafted on 27 February 2023, showed c£159k adverse to the budgeted deficit (c£110k). The now widened Key Performance Indicators (KPI) were noted: the EBITDA stood at 2.75% against a forecast of 2.20% and the Financial Health Score at 150 (forecast 160) led to the “Requires Improvement (RI)” rating. There were 1105 16-18 year-old students on roll, 11% of which were BoT enrolments. As previously explained, the non-replacement of some staff leavers and a number of voluntary redundancies were allowing pay costs savings. There was an associated penalty since the associated costs had not been included in the current budget, however additional economies with salaries for early leavers and the removal of redundancy costs next year more than compensated. The main contributors to the variances had been rigorously explored by the Committee and would be considered again at the April meeting.

**The information was noted and received.**

**Actions had been identified. (Register at 45/22)**

### **40/22 RISK MANAGEMENT**

The attached full Register was a “live document” specifically to facilitate speedy response to changing situations. Changes from former versions were clearly explained and discussed. It was agreed that the risk information would continue to be regularly scrutinised by the Corporation. The full register had been attached and was reviewed.

**The information was noted and received.**

#### 41/22 POLICIES

The policy tracker was considered and noted. There were 6 Policies (all attached) for consideration, four recommended for approval by the FGP on 16 November 2022 and 2 from the meeting held on the previous day:

- a. Acceptable use of Information Technology (IT);
- b. Health & Safety (HAS);
- c. Emergency Plan; and
- d. Leave Policy and Procedures, compliant with the question of whether a worker's right to paid annual leave is accumulated according to the working pattern of the worker and/or is pro-rated. (Harpur Trust refers).

From the previous day

- e. Staff Code of Conduct (SCoC); and
- f. Local Government Pension Scheme (LGPS) discretionary powers.

All were considered and approved (**Action 5**) The updated Behaviour Policy would be brought to the next meeting. (**Action 6**) Members were reminded that Policies were posted on SharePoint and were freely available to all staff.

**The information was noted and received.**

**Actions had been identified. (Register at 45/22)**

#### 42/22 GOVERNANCE

Developments with Corporation membership were explained:

- a. End of Term. Michael Desmond's term of office (27.01.23) had expired and he was unanimously reappointed wef today's date. (**Action 7**)
- b. The Regulatory Documents had been revised, and now included a Scheme of Delegation, the:
  - (i) Instrument and Articles of Government;
  - (ii) Corporation Standing Orders;
  - (iii) Code of Good Governance;
  - (iv) Membership Register;
  - (v) Committee Terms of Reference; and
  - (vi) Scheme of delegation

were considered and approved. (**Action 8**)

- c. Committee Membership. It was necessary to amend Committee membership to reflect personal preferences and to appoint VM. It was also proposed to form an Equality and Diversity working group. Accordingly:

Committee:	Members
Appraisal and Remuneration,	Corporation Chair and Vice Chair, (KW as appropriate);
Audit,	JC (Chair), MM, AW;
FGP,	ST (Chair), AA (Chair desig) SA, SB, KW;
S&G	Corporation Chair and Vice Chair;
Standards,	MB (Chair) AOB, SB, SC, VM, AO & KW

EDI working Group.	SA (Chair) MM, SC, SB.
Designated Safeguarding Members	Corporation Chair and Vice Chair.

These changes would require slight amendment to the Committee TORs (Membership details) and they would be brought to the next meeting. **(Action 9)**

**The information was received.**

**Actions had been identified. (Register 45/22 below)**

**43/22 URGENT BUSINESS**

The Chair updated the meeting re the legal action brought by the former student (Linoy Izadato).

**44/22 DATE OF NEXT MEETING**

The next meetings would be:

- a. strategic planning day at 1400 on 12 May 2023 when “Safeguarding” would be the main theme; and
- b. Corporation at 1730 on 6 July 2023.

**45/22 ACTION REGISTER**

See referenced minute for full detail.		resp	date
<b>Action 1</b>	34/22a. Minutes (08.12.22, 24.01.23 & 03.02.23)confirmed.	<b>Clerk</b>	<b>wie</b>
<b>Action 2</b>	37/22. Pay settlement confirmed for all SPH.	<b>Chair</b>	
<b>Action 3</b>	38/22. Covid issues removed from Agenda “Standing Items”	<b>Clerk</b>	
<b>Action 4</b>	39/22a. FGP delegated to arrange DfE/EFSA loan repayments.	<b>Chair</b>	
<b>Action 5</b>	41/22. All Policies approved for implementation.	<b>Chair</b>	
<b>Action 6</b>	41/22. Updated Behaviour Policy to next meeting.	<b>VPFR</b>	<b>06.07.23</b>
<b>Action 7</b>	42/22a. MD re-appointed to Corporation.	<b>Clerk</b>	<b>wie</b>
<b>Action 8</b>	42/22b. Regulatory documents approved.	<b>Clerk</b>	
<b>Action 9</b>	42/22c. Committee membership confirmed.	<b>Chair</b>	