

Chair	Rob Hull
Corporation Members	Vivien Bailey OBE, Gerry McDonald, Steve Hedges, Diane Murray, Marilyn Hawkins, Stephen Critoph, Malcolm O'Brien, Dawn Samwell, Richard Bint, Cynthia Griffin, Nikki Makinwa, Gareth Wall, Lutfey Siddiqi, Neil Yeomans, Ryan McLean, Shehzad Siddiqi
Officers	Deputy Principal: Paul Wakeling Deputy CEO: Suri Araniyasundaran Principal Tower Hamlets and Hackney: Alison Arnaud Principal Redbridge and Epping Forest College: Janet Smith
Director of Governance	Elsa Wright
Item No	Item of business
PRELIMINARY PROCEDURAL MATTERS	
	Chair's Welcome & Opening Remarks The Chair welcomed everyone to the meeting. This was the first meeting to be held completely remotely and Governors were reminded to state their name before asking questions. The Chair outlined the scope of business and how the meeting would be conducted. The agenda had been reshaped to reflect the challenges of the current circumstances. All committee minutes had been circulated in a second board pack.
	Apologies for Absence All members were present.
	Declaration of Interests Malcolm O'Brien reminded the Board that he was a Board member at Swan Housing in view of the discussion about the Poplar Development. The Chair confirmed that this had been raised previously and the Corporation was satisfied that there was no direct relationship or conflict of interest.
12.1	Appointment of Student Governors The Chair introduced Ryan McLean and Shehzad Siddiqi who had been recommended for appointment as student governors to the Corporation by the Search Committee. Their CVs were included in the pack and both were Student Union President at their campus, Ryan at Epping and Shehzad at Arbour Square. The Corporation AGREED their appointment as student governors and welcomed them to the meeting. They thanked the Board for the opportunity.

	<p>4.1 Minutes of the Last Meeting Held on 17 December 2019</p> <p>The terminology used to report the visit programme under item 10 was incorrect and would be revised. The minutes were APPROVED with this amendment and would be signed as an accurate record of the meeting at the next face to face meeting.</p> <p>ACTION – Minutes to be revised and signed at the next face to face meeting.</p>
	<p>Matters Arising and Action Points from the Meeting</p> <p>The Chair confirmed that he had reviewed the actions and asked the CEO whether the curriculum review would be put on hold. The CEO confirmed that the review would continue and that this could be done via phone and Teams meetings. Staff would be freer to engage as the term wound down and the schedule remained unchanged.</p>
<p>STRATEGIC MATTERS</p>	

Group Principal & CEO's Report

6.1 Covid 19 – College response

The Chair explained that the Board was hugely appreciative of the way the college had completely changed the way it worked and delivered learning in less than two weeks. All Governors thanked the senior team and all staff for their efforts. It was a credit to the strong leadership of the organisation. The CEO thanked the Governors for their support. It had been a strong team effort and staff had been hugely responsive. The Chair would write to all staff on behalf of the Corporation.

ACTION: The Chair to write to all staff

The CEO presented his report. It had been written on Sunday but there had already been a number of changes. The college had been monitoring staff absences and had decided to close some provision a few hours before the national closure had been announced. The IT team had provided fantastic support to both staff and students. Almost 500 laptops had been loaned to enable access to the VLE learning platform. The Quality Team were offering support across the group and staff were looking at many different ways for delivering learning. It was not perfect, but it was being refined and improved, learning from the experience.

There had been a huge exercise to identify those students who needed continuing face to face support on campus. There were over 1000 students had an EHCP, were a LAC or identified as a child in need. There were also 14-16 year old students to consider. By Sunday the numbers had fallen to 250 students across 5 sites and currently there were 25 students attending college on two sites as the majority of families had chosen to keep the students at home. The college continued to liaise with home Local Authorities and Social Workers, as appropriate. The college was now moving into a community response phase and there had been meetings with various Local Authorities to see how the college could offer support. The Deputy Group Principal confirmed that safeguarding and counselling continued with numbers publicised on the websites and both existing caseloads and new referrals being handled by the relevant staff.

Governors asked about contact with those vulnerable students who were not attending. All 14-16 year old students had been called twice and the Deputy Principal, Redbridge and her team had spoken to all parents of students with SEND. It was important that there was human contact at least once per week and safeguarding concerns would be raised with the local authority if it were appropriate. The college had both a moral and a social responsibility and Governors were pleased to hear about the comprehensive response. A system had been set up of temporary registration with all students allocated to a group for a weekly tutorial session with any non attendance followed up on line. Governors asked about monitoring and how those students without resources at home could fully engage with provision. The College continued to give out laptops to those students who needed them and internet access could also be arranged with a dongle.

There was a discussion about the cancellation of exams and the complexity of a system where staff had to award a grade. The national focus so far had been on A levels and GCSEs and there was still work to do on vocational qualifications, including those which issued a licence to practice. The college was awaiting further guidance from Ofqual. It was important to ensure that any grades awarded were robust. There was a discussion about whether the moderation by the Exam Boards should be done blind with no reference to the school or college.

There was still considerable uncertainty around apprenticeships and little clarity on income. Currently there was no protection being offered on income and learning breaks of up to 12 weeks could be issued in the same way as normal. The college was pushing this very hard with the AOC, who in turn were lobbying Government.

Governors discussed the financial implications and the moral obligation to pay the contracted staff in areas such as catering and cleaning. These were some of the lowest

PERFORMANCE MATTERS	
	<p>Performance Against Corporate KPI's</p> <p>The Chair was conscious that current events had overtaken the existing KPIs, but, as the CEO explained, it was important that they did not get completely derailed as much of the activity would continue, but in an online format. The College had worked hard to be ready for an OFSTED visit and monitoring would continue. The Budget was in a good position, although the current situation meant there were areas such as apprenticeships where there could be a shortfall in income. It was important to ensure that these KPIs stayed in focus, recognising there could be additional areas required to get the business back on track. Governors were encouraged by the current performance. The CEO would develop some additional KPIs to sit alongside these measures. There would be issues about timing and delivery and it was important to ensure that the College's response in terms of supporting both its own staff and students and the wider community was captured. Many staff who had spoken to families had been thanked and the College's response was seen to be much more comprehensive than many schools.</p> <p>ACTION – CEO to develop additional KPIs</p> <p>The Report was RECEIVED by the Corporation.</p>
	<p>Governance Review Oral Update and Next Steps</p> <p>The Chair explained that the next step was to review where the Board was and reflect on the recommendations with proposals about how to improve areas such as information flows and overlap between the committees. The Director of Governance would be contacting members to talk about use of the BI platform and how business was conducted within the committees. Governors were encouraged to get in touch if there were particular issues they wished to raise.</p>
	<p>Property Committee 03.03.20 Riikka Vihriala, Senior Projects Manager joined the meeting.</p> <p>9.1 Presentation</p> <p>The Senior Projects Manager introduced the presentation which had been shared with Corporation members. The aim was to bring all Corporation up to date on the Poplar redevelopment.</p> <p>Governors thanked the Senior Project Manager for her presentation. The development was familiar to those on the Property Committee and had been discussed briefly at the December Board meeting.</p> <p>The Corporation AGREED that the college should continue with its approach as set out.</p> <p>ACTION – Director of Governance to arrange a joint Property and Finance Committee meeting when proposals have been developed further.</p>

Finance and General Purposes Committee
10.1 Management Accounts January 2020

The Management Accounts showed the position at the mid year point which was a deficit of £1.62m against a budget of £1.24m. The plan had been to bring this back on track, however Covid 19 had changed that position. The expectation was that 16-18 funding and AEB were secure which would be £68m of the £95m budget. There was up to £1.6m at risk from commercial activity and it was expected that apprenticeship income would fall by around £300k. 14-16 year old provision was still to be delivered but there was a risk that some of the Element 3, high needs funding, would not be paid. The latest position showed a deficit of around £2.5m.

There were some mitigations in year. Negotiations with awarding bodies continued and the expectation was that around £200k could be saved due to exam cancellation. The announcement of relief for companies should allow the College to recover some of the payment for outsourced services. The College could reclaim 80% of wage costs for those staff employed in commercial activities which had ceased. In addition, costs such as utilities and Home Stay had fallen. Some posts were frozen with recruitment being focussed on key areas. The College would also need to consider additional rental costs at Quarles if construction at Rainham was delayed.

The CEO explained that the finance team had worked hard to establish the areas of risk and where these could be mitigated as additional campuses closed, costs could be reduced further. Governors thanked the CEO and Deputy CEO for this incredibly helpful update. It would be important to see what the impact could be on the Year end cash position and it was **AGREED** that there would be a one page summary sent to all Corporation members, which provided a forecast alongside the monthly management accounts.

Governors asked about work to lobby the Government about apprentices. The AOC had links within Cabinet Office and was working hard on behalf of the sector. Lutfey Siddiqi agreed to put the CEO in touch with the Chief Economist at the CBI. The CEO confirmed that the planning cycle had already begun alongside budgeting for 2020/21 and it was important to ensure that both Finance and Strategy worked hand in hand through this process. It was important to recognise that the academic trajectory may still not be known in the next 6-8 weeks and that the college might not resume face to face teaching until the Autumn. The CEO confirmed that various scenarios were being modelled that would come back to the Corporation in the Summer term. There could also be a medium term impact on cash and investment which should be built into any scenario planning, particularly in terms of the redevelopment.

The Chair thanked the Deputy CEO for his recent note on College finances. It was a moving target and monthly updates going forward would be helpful for all Governors.

The Board noted the Management Accounts.

	<p>Audit Committee 05.03.20</p> <p>11.1 Risk Management - Risk Register This was a new format highlighting the key strategic risks and this would be developed further. The Audit Committee would review this regularly and it would be reported to Corporation. It was important to ensure that the College was identifiable through the Risk Register and this work had begun. The Register showed who was responsible for each risk and any risk that remained Red, post control, was of concern and each of these risks would require further action with key dates identified and monitored.</p> <p>The current situation had an impact on a number of areas of risk and it was important to remember that the key was to manage and mitigate risks. All risks should be managed actively and there should be clear governance oversight.</p> <p>The Corporation RECEIVED the update.</p>
	<p>Items for Approval 12.1 taken after item 3</p> <p>12.2 Safeguarding Policy</p> <p>There was some additional information about 14-16 year olds and SEN students as set out in the Paper. The Corporation AGREED the changes to the policy to be reviewed in September.</p> <p>12.3 Fees Policy</p> <p>There were some minor changes to the Policy. The Corporation AGREED the revised Policy.</p>
MEETING EVALUATION	
	<p>Meeting Evaluation Form – for completion and return Governors were asked to complete the form and return it along with any suggestions about improving meetings held remotely.</p> <p>Dates of next meeting:</p> <ul style="list-style-type: none"> • Corporation Summer Term - 9.7.20 • Committee meetings would be held as per the schedule when there was essential business to transact. • The Chair of the Havering Local Board would consider whether the committee needed to meet twice in the Summer term

Signed.....

Dated.....