



**Minutes of the Meeting of the
BOARD**

held on
**Wednesday 4 March 2020 at 15.45hrs
at Broad Lane, Tottenham Hale, London**

MEMBERS PRESENT:	
Tiffany Hall Olga Bonney-Glazik Steve Davies Anna Douglas Zarine Kharias Gillian Lancaster Salman Momen Mark Smith Nick Wilcock	External Member and Chair External Member Staff Governor External Member External Member External Member External Member External Member External Member CEO External Member
BY REMOTE PARTICIPATION: (GB)	
Kymberlie Andrew Rachel Jackson Kevin Walsh	
IN ATTENDANCE:	
Tom Fogden Stuart Noss Jayshree Shah /Jaiya Bhandari Sophie Runcorn Jacky Gearey	Dean Principal Finance Director/ FD designate Director of Projects & Chief of Staff Clerk
Quorum: 7 members	
ACTION	
PRELIMINARY ITEMS	
<ul style="list-style-type: none"> • Apologies for absence <ol style="list-style-type: none"> 1. Amali de Alwis – out of country 2. Chris Payne 	
<ul style="list-style-type: none"> • Declarations of Interests in agenda items - No interests were declared. 	
Opening of meeting The meeting started at 15.47. A couple of the members were video conferencing in because of the coronavirus. The Chair advised that at their discretion the Governing Body may hold a meeting of the Board or any committee of the Governing Body or any committee appointed by the Governing Body by telephone, videoconference or any other electronic means, provided that all those participating in the meeting can hear and communicate with each other throughout the entire meeting. There were no issues around this.	
STANDING AGENDA ITEMS	
3.1 Minutes of previous meeting: (i) 11 December 2019 The minutes of the meeting held 11 December 2019 were approved to be signed by the Chair as an accurate record of the meeting. Resolved that: (i) Minutes of the meeting held 11 December 2019 were approved and signed by the Chair as an accurate record of the meeting. Confidential minutes of: (ii) 11 December 2019 The confidential minutes of the meeting held 11 December 2019 were approved and signed by the Chair as an accurate record of the meeting. (iii) Confidential minutes of Special Meeting 27 January 2020	

	<p>The confidential minutes of a Special Meeting held 27 January 2020 were approved and signed by the Chair as an accurate record of the meeting.</p> <p>Resolved that</p> <p>(iii) Confidential minutes of the meeting held 11 December 2019 were approved and signed by the Chair as an accurate record of the meeting.</p> <p>(iv) Confidential minutes of a Special Meeting held 27 January 2020 were approved and signed by the Chair as an accurate record of the meeting.</p>	
3.2	<p>Matters Arising from above</p> <p>The actions from the previous meeting were reviewed, noting that most had been dealt with, were in hand or superseded, or appeared on that day's agenda with the following items raised for clarification:</p> <p>Item 1.2 Female Learner Recruitment – covered under 3.3</p> <p>Item 1.5 Northern Expansion (Manchester) Update covered on main agenda item 3.7</p>	
3.3	<p>Chief Executive's Overview</p> <ul style="list-style-type: none"> • Sixth form: Student recruitment more positive for 20/21 with a budgeted number of 85+ students enrolling in August 2020. The new curriculum model has provided greater clarity for applicants. • Apprenticeship volumes: it will be hard to meet targets due to increased economic uncertainty, employers using their levy in more varied ways and competition from other providers. • In-year assessments for the sixth form have identified that Maths and Physics, as in previous years, have a lot of work to do to achieve average value-added results in Summer 2020. Graphics is looking particularly positive. Computer Science grades are expected to be broadly in line with last year. • Apprenticeships: Significant volumes of apprentices have converted from the 2-year apprenticeship programmes to the 3-year programmes creating significant additional income. It has also meant that only small volumes of apprentices have sat their End Point Assessment to date but from May 2020 these volumes will start to increase significantly in Summer 2020. • Apprentice academic performance continues to be high with solid feedback from the OU and external examiners on the quality assurance processes and consistency of assessment. Feedback has been positive from OU. • New planning and delivery model will restrict apprentice intakes and module to 60 learners at a time in Vallance Road to ensure a better experience and improved consistency of teaching, learning and assessment • Core team: Fundraising for 2019/20 is currently at £1.25m of commitments, likely to finish at £1.35m. <p>The Board said that this was good but asked how comfortable to improve Maths dealing with this cyclic nature – it is tough for BTEC alongside A levels disconnect with the A level structure and BTEC which has become more rigorous. Curriculum plan will try and address this. It should be progressive with an upward trajectory – data from the mocks come out in a few weeks so this will give a sense of the progress made. Physics is being withdrawn.</p> <p>Coronavirus Update</p> <p>The Board asked what precautions the college was taking in light of the Coronavirus in the UK. The CEO reassured the Board that the subject was covered at the bi-weekly meetings with increased email and letter communications out to: parents, staff and employers for the apprentices although many of the employers have their own strategies. Regular updates were being provided and the College was going through more detailed contingency plans including whether the college can use live stream and work remotely, training has been arranged for this. The DfE is releasing daily updates and the college should not close unless advised to by Public Health England. The CEO reassured the Board that if there was an enforced closure the students are very familiar with working remotely.</p> <p>Resolved that the Chief Executive's Overview was received by the Board</p>	
3.4.	<p>Safeguarding and Prevent</p> <p>Safeguarding Report – the report was presented by the Principal and the following was noted:</p> <p>Sixth Form Safeguarding</p> <ul style="list-style-type: none"> • All safeguarding concerns raised have been addressed following Ada Safeguarding Procedures. 	

	<ul style="list-style-type: none"> • Rate of concerns being raised in the sixth form remains consistent, although volumes logged may rise with the additional training that the college has now put in place. • DSL and Deputy DSL have swapped roles from 24 February 2020, as agreed in October 2019. <p>Apprentices Safeguarding</p> <ul style="list-style-type: none"> • Apprentices have a very different profile to the sixth form students. They are adults and have been selected to work at high profile companies. Far fewer safeguarding concerns arise and when they do occur, Ada works in collaboration with their employer. All apprentices are allocated a Skills Coach that formally meets the apprentices in their workplace with a line manager on a quarterly basis. They act as their support to help them progress and offer pastoral support when required. • College plans to offer now additional counselling service to the apprentices when it is required in their care plan devised by their employer and Ada. <p>Prevent No concerns have been raised across the college.</p> <p>The Board asked if there had been any issues outside the college and the Principal confirmed that with the revised timetable this had been avoided and was working well.</p> <p>Resolved that the Safeguarding Report was received by the Board</p>	
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STRATEGY, PLANNING AND POLICY MATTERS

<p>3.5</p>	<p>Overview of Strategy Away Day</p> <p>The Chair thanked the Board members for their feedback concerning the planned away day 1 April 20 and also Salman Momen for arranging the venue.</p> <p>Topics for the day to be considered were:</p> <ul style="list-style-type: none"> • College branding - Selling the ADA brand and where to position itself • How the college is operating and the Institutes of Technology (IoTs). • Reputation of National colleges in light of the recent FE paper on this – the Chair had seen this paper and advised the Board that she would email out to all Board members • Further Education context in which the college is now operating - Chis Payne to be asked to provide some insight – Chair to contact. • A Facilitator to be contacted – Chair and KW to discuss <p>CEO advised the Board that the college was close to appointing a PR agency on a trial basis and asked if the Board would be interested in the agency coming in to give a brief presentation. The Board agreed it would be of interest. CEO to arrange</p> <p>Principal left meeting at 16.26 and Director of Capital Projects joined</p> <p>Resolved that:</p> <p>(i) Chair to send Paper on National colleges to all Board members</p> <p>(ii) Chair to contact CP to provide a financial insight to the current FE funding</p> <p>(iii) Chair to contact KW regarding a facilitator</p>	
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ORGANISATIONAL AND BUSINESS MONITORING

<p>3.9</p>	<p>Organisational Targets & KPIs</p> <p>The CEO explained that one KPI that is a concern is the number of female applicants. At 28% the position has improved marginally from that in December (26%) but is still 7% below target despite receiving more than the target of 300 applications. However, if the College can convert as many of those young women who have already applied as possible into enrolments then the ratio of female students joining in September would be improved. Currently the percentage of offers accepted from females is also 28%. Performance has declined below target for a few KPIs since the December report, these have been highlighted amber and include Sixth Form retention and attendance and apprentice attendance. Year 12 retention – 2 A level dilemma has been eradicated and some course dropped.</p>	
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	<p>The only RAG rated item covered the number of female applicants which although had increased was below the target set. The Board appreciated that this was an issue within society and not only a College one</p> <p>Apprentice volumes for Autumn 2020 has also been rated as amber. With 20 confirmed and a further 40-50 expected to be confirmed from Deloitte, this is still well short of 120 target. It is still relatively early in the recruitment cycle though and business development efforts are being ramped up over the coming months to close this gap.</p> <p>Resolved that the Organisational Targets & KPIs were received by the Board</p>	
3.10	<p>Risk Register (strategic level)</p> <p>The table presented showed the different risk categories that can be assigned according to their main type of impact and the criteria for severity of impact. The register also provided the suggested parameters for likelihood scoring which then would lead onto a defined RAG risk rating.</p> <p>Red risks</p> <ul style="list-style-type: none"> (i) Strategic delivery - property already covered under 3.6 (ii) Financial income generation – apprenticeship recruitment (iii) sixth form intake, do not meet required volumes of potential tech talent year on year creating a capacity and funding issue (iv) national college reputation based off recent news. <p>The Board discussed the grading and likelihood of these risks which they appreciated were well articulated and liked the new risk model, but thought that the scoring appeared too harsh. The CEO said that he would review this.</p> <p>Resolved that:</p> <ul style="list-style-type: none"> (i) the Risk Register (strategic Level) was received by the Board 	
TEACHING & LEARNING AND STUDENT MATTERS		
3.11	<p>College Self-Assessment Report (SAR)</p> <p>The CEO confirmed that the SAR had been reviewed by the Education Committee with 3 rounds of feedback having been provided culminating in the committee recommending to the Board its approval at the next Board meeting 4 March 2020. In addition, the Committee has also provided recommendations for the proposed format of the 2019/20 SAR. The CEO reassured the Board that to ensure a delay in approval is not experienced again the CEO with the Education committee has agreed a timeline for 2019/20. The Chair thanked both the committee and the ELT for the amount of work that had been put into this.</p> <p>Resolved that the College Self-Assessment Report (SAR) was received by the Board and approved.</p> <p>Kevin Walsh left the meeting at 17.48 The CEO left the meeting at 17.50 and returned to the meeting at 18.15</p>	
GOVERNANCE & MANAGEMENT ITEMS		
3.12	<p>Committees feedback:</p> <ul style="list-style-type: none"> a) Capital Project Committee – the report was covered under item 3.6. A chair was still actively being sought. b) Education Committee – Headlines on SAR, reference on teaching and learning policies to be refined. The Chair thanked Kymberlie Andrew who was stepping down as the chair, and from the committee, for all her work and contribution to the committee. c) Audit Committee – the meeting is to be held 18 March 20 <p>Resolved that the Board had received and noted the verbal feedback from the following committees as follows:</p> <ul style="list-style-type: none"> a) Capital Project Committee – provided under 3.6 b) Education Committee - Meeting of 2 March 2020 - comment had been made under 3.11 	
ANY OTHER BUSINESS		
3.13	<p>In the CEO's absence the Dean asked for a vote of thanks to be recorded to the outgoing Finance Director for her dedication in ensuring the startup of the college ran</p>	

	smoothly and for her continued work and support as a member of the ELT. The Chair and the Board endorsed this.	
3.14	Forward agenda items	
3.15	Date and Time of Next Meeting <ul style="list-style-type: none"> • 13 May 2020 at 15.45 to be held at Vallance Road, Whitechapel. 	
	Meeting Closure The meeting closed at 18.12	
	MINUTES of the meeting held on Wednesday 4 March 2020 were agreed and accepted as a true and accurate record and signed by the Chair on	