

**LUMINATE EDUCATION GROUP
LEEDS CITY COLLEGE CORPORATION**

**MINUTES OF A SPECIAL MEETING OF THE
BOARD OF GOVERNORS
HELD ON MONDAY 1 JUNE 2020**

Present

Aqil Aziz	Student Governor
Colin Booth	CEO
Inder Hunjan	Governor
Asghar Hussain	Staff Governor
Shaid Mahmood (Chair)	Governor
Ken Morton (Vice Chair)	Governor
Helena Phillips	Governor
Jane Pither	Governor
Richard Shaw	Governor
John Toon	Governor
Ian Watling	Governor
David Yates (Vice Chair)	Governor

The quorum for the meeting was seven board members

In Attendance

Andrew Chang	Co-optee, Leeds City College Board
Andrea Cowans	Director of Student Life
Lydia Devenny	Deputy CEO Services
Matt Findull	Co-optee, Keighley College Board
Mark Garratt	Co-optee, Leeds City College Board
Gerry Godley	Principal & Managing Director, Leeds College of Music
Alison Gustavsson	Co-optee, Harrogate College Board
James Haddleton	Co-optee, Harrogate College Board
Melanie Halstead	Director of Governance
Bill Jones	Deputy CEO & Principal, Leeds City College
Stella Owen	Co-optee, Leeds City College Board
Jeanne Rogers	Vice Principal Quality Teaching & Learning
Gemma Simmons-Blench	Deputy CEO Curriculum & Quality
Annabel Smith	Staff Member, Harrogate College Board
Ann-Marie Spry	Group Vice Principal, Curriculum
David Warren	Group Vice Principal, Services
Andrew Whitaker	CEO, White Rose Academies Trust

The meeting took place via Google Meet and started at 5.30pm

MEETING ADMINISTRATION

1. Apologies for Absence

There were no apologies for absence.

2. Determination of Observers/Attendees at the Meeting

The board agreed attendees/observers at the meeting as per the above attendance list.

3. Declaration of Interests in any Agenda Items

Governors were reminded of the requirement to declare their interest in any agenda items; there were none.

ITEMS OF BUSINESS

4. Covid-19 Recovery Planning for the Luminate Group FE Colleges

In advance of the meeting governors had been provided with the colleges' Covid-19 recovery plan along with a detailed risk assessment and project plan relating to the future reopening of campuses. It was noted that any reopening of campuses to those students prioritised to return before the end of the summer term would be undertaken in a gradual and phased manner. Details of the individual assessments being carried out with all members of staff had also been shared with governors in advance of the meeting.

Governors discussed the proposals at length with the executive, taking account of the latest available guidance published by the DfE, and seeking assurance that the planning was as robust as it could possibly be in order to ensure the safety of students, staff and the wider community.

Notwithstanding whether the government's own five tests that must be met before schools and colleges would be allowed to reopen, governors considered the main factors that had been identified by the executive and would need to be established:

- The students to be prioritised
- The staff able to work face to face with students
- The configuration of buildings to ensure the required social distancing and hygiene practices.

Only once all three factors had been carefully evaluated would decisions be taken and communicated on which students would receive what delivery and assessment and by when. The Deputy CEO and Principal (LCC) provided an update and current RAG rating against each of the government's five tests and the trade unions' five tests. In response to a question, the Deputy CEO advised that the issues of most concern at this stage were transport and the Covid test, track and trace system which was not yet fully in place.

Governors went on to consider the principles underpinning the recovery plan and the trauma based approach was outlined by the Director of Student Life. In response to a question around the appetite of students to return to college, the Deputy CEO advised that he anticipated between 50-80% of prioritised students returning before the end of term. With regard to staff, it was confirmed that only those members of staff who are required for the activity planned, who had confirmed that they are willing, and for whom it is safe to do so, would return to college campuses before the end of term to support students and to provide essential services; other staff would continue to work remotely for the time being.

An update was also provided on the process of submitting information to examination boards to enable students to gain qualifications this summer which had included governor involvement around the quality assurance of that process. Confidence was expressed that the colleges had dealt with (and were continuing to deal with) the process professionally and in a way that would give the most robust and fairest outcomes possible for students.

Governors commended the Deputy CEO and Principal (LCC) and others involved on the robustness and thoroughness of the proposed recovery plan, project plan and particularly the risk assessment, all of which were endorsed. Thanks were also expressed to all staff for their commitment and the detailed work being carried out to support students during lockdown.

In terms of next steps, it was agreed that David Yates (Vice Chair) take on the role of lead governor for the Covid recovery planning. In that role he would attend meetings of the FE colleges' Covid leadership and governance group (consisting of senior staff, campus leads, health and safety, human resources, estates and trade union representatives for the FE

colleges) to facilitate timely communication and decision making on the colleges' plans, with a recommendation on when to reopen college campuses being presented to the Chairs of the Group and FE College Boards for a decision at the appropriate point. This decision would be based on an assessment of internal and external factors, the latest advice from the local authorities in which the colleges operate and from Public Health England, and an overall assessment of risk.

5. Update on LCoM's Response to Covid-19

The Principal and MD provided an update on Leeds College of Music's (LCoM's) approach to scenario planning which had been discussed and endorsed by the LCoM Board in May 2020. Three options were under consideration as part of this planning:

- No change, with delivery as planned through business planning
- Blended curriculum and commercial delivery from September 2020 and full 'normal' delivery (including commercial activity) from January 2021
- Blended curriculum and commercial delivery for the full academic year

Work had also commenced on a 3-point Covid response framework for the conservatoire covering Curriculum Delivery, Safety and Wellbeing in Study and Work, and Financial Sustainability over the next two academic years; this would be presented to the LCoM Board for consideration in July 2020. It was planned that a member of the LCoM Board would join future meetings of the conservatoire's scenario planning group.

It was reported that work had been completed to plot the utilisation of LCoM teaching spaces under socially distanced requirements; Heads of School and their curriculum teams were now working out the impacts this would have on the delivery of the curriculum and student cohort sizes for 2020/21. The financial impacts of this remodelling would be considered at group level as part of the business planning process.

The Principal and MD went on to provide feedback from a meeting with the Office for Students (OfS) the previous week at which he had provided assurances around LCoM's mitigations in the current academic year, and the comprehensive approach to scenario planning for the next. A further meeting would take place at the end of June to provide more detail on the financial implications post business planning.

The Principal and MD also provided feedback from the LCoM Student Staff Forum that had taken place earlier in the day, exclusively devoted to Covid related issues. He advised that student reps continued to do a fantastic job of representing their fellow students in difficult circumstances with topics covered including fee refunds, access to specialist resources and software, and additional support for international students.

6. Update on WRAT's Response to Covid-19

The CEO of the White Rose Academies Trust (WRAT) reported that activity to date had been focused on provision for vulnerable learners and children of key workers. Planning was now underway for an expanded opening of the three schools for Year 10 students and an increased number of vulnerable learners from the week beginning 15 June, with the first two days dedicated to staff development to ensure that staff and students remain safe.

The CEO advised that, based on a recent survey, c50% of parents were positive about their children returning to school in June; however, he expected around 20% of those to attend. There had been a positive response from staff, with 75% keen to support the plans for Year 10 and wider delivery. It was confirmed that no staff that were shielding or isolating would be required to return to school for the remainder of the academic year. It was also confirmed that the Trust's risk assessment(s) complied with all relevant guidance, including that published by the National Governors' Association (NGA). Class sizes had been planned for no more than 12 students (with the guidance suggesting a maximum of 15).

The Chair of the Trust confirmed that she had been assured regarding the safety of staff and students based on the arrangements put in place by the senior team for Year 10 and wider delivery from 15 June. The CEO added that if any of the guidance to schools changed prior to that date then the Trust would respond accordingly.

The meeting closed at 6.35pm

Signed: (Chair) Date: