**LUMINATE EDUCATION GROUP**

|  |
| --- |
| **MINUTES OF THE MEETING OF THE****LEEDS CITY COLLEGE BOARD****HELD ON MONDAY 30 JANUARY 2023** |

**Present**

Colin Booth Group CEO

Amy Hunter Co-optee

Julie Hyde Co-optee

Billiejean Goodyer Student Member

Christopher Lang (up to item 7b) Staff Member

Kate Lodge Co-optee

Abigail Marshall Katung (from item 5c & up to 11) Co-optee

Ken Morton Governor and Chair

Andrew Roach Co-optee

The quorum for the meeting was three members (including at least one governor).

**In Attendance**

Andea Cowans (up to item 8) Director Student Life

Suzanne Gallagher (up to item 10) Principal, Quarry Hill Campus

Naveed Hussain Head of EDI

Stuart Jolley Chief Financial Officer

Bill Jones Deputy CEO & Exec Principal of LCC

Michelle Ritchie Governance Manager

Gemma Simmons-Blench Deputy CEO Curriculum and Quality

The meeting took place at Park Lane Campus and four members joined remotely via Microsoft Teams. The meeting started at 5.30pm.

**MEETING ADMINISTRATION**

**1. Welcome and Apologies for Absence**

There were no apologies for absence. New attendees were welcomed to the meeting and round table introductions were made.

**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 Agenda Items**

Board members were reminded of the requirement to declare their interest in any agenda items. A board member raised a potential conflict of interest with item 9, Deep Dive: Health & Social Care. The Quarry Hill Principal confirmed the presentation content and the Chair was content that no conflict of interest existed.

**4.**  **Minutes of the Meeting held on 28 November and Rolling List of Actions and Matters Arising**

The board considered the draft minutes and confidential minutes of its meeting held on 28 November 2022, and the rolling list of actions/matters arising from previous meetings. With regards the rolling actions, it was noted that the action pertaining to Link Governor visits at Printworks and Leeds Sixth Form were complete. Feedback was provided at item 5b.

RESOLVED:

That the minutes and confidential minutes of the meeting of the board held on 28 November 2022 be approved as an accurate record and signed by the Chair.

**5. Communications**

1. Chair’s and Principal’s Updates

The Deputy CEO and Principal informed board members that the University and

College Union (UCU) had rejected pay proposals put forward by Luminate group and

issued a ‘failure to agree’ notice. The UCU would next meet with the Group

CEO and may invite UCU members to ballot on industrial action.

The Initial Teacher Education (ITE) Ofsted visit had gone smoothly and the draft

report received. The Executive Leadership Team and ITE department were pleased

with the ‘good’ rating. The final report would be shared within VBR in due course.

The Principal Quarry Hill campus circulated postcards that featured work by students

from the Visual and Digital Arts Department. 10,000 pieces had been printed as part

of Leeds City of Culture 2023. Board members were invited to take samples.

1. Feedback from Link Governors

Three board members provided feedback from recent engagement with the college in their capacity as link governors. Feedback forms would be available to view within VBR.

Andrew Roach, Link Governor Mabgate, had visited the 14-16 Provision in its new location at Park Lane Campus. The department was reportedly acclimatising well and there were significant benefits observed for its students being placed within a larger education setting. It was noted that the material building was tired compared to the previous Mabgate facilities. A new curriculum contact from Mabgate Campus was required.

Julie Hyde was confirmed as the Link Governor Printworks campus. A campus tour and first meeting with the campus Principal had already taken place. The tour included a Health & Beauty lesson observation. It was noted that the campus offered a calm and focused environment for its learners. The Link Governor also observed that the site (and other sites visited) did not feel as busy post pandemic. Visit discussion had included strategic plans for the campus curriculum.

The Chair had invited a Luminate Governor with secondary school experience to visit Leeds Sixth Form College. The Governor visit had included a tour of facilities and meeting with the Deputy CEO Curriculum and Quality. The Chair provided assurance to board members that the Governor’s feedback had identified issues that were already know to the ELT and that good practice was observed within the Step-up to A’ Levels initiative. At a separate visit, the Chair shadowed an A’ Level student for part of a day and met with the SU President. Both elements to this visit were reported as insightful and positive.

1. Feedback from Group Board

The Chair and CEO provided feedback from meetings of the Group Board held in December, with the following key points being highlighted:

* Group board confirmed its intention to withdraw as sponsor of White Rose Academies Trust at the end of January 2023.
* Group board approved the 2021/22 financial statements.
* The group’s Risk Management Policy and Procedure 2022/23 was approved and was available to view within VBR.
* A new Fire Safety Statement of Intent and Policy was approved and, subject to final review/ approval by the Leeds Conservatoire. It would be published within VBR in due course.
* The Office for National Statistics (ONS) announced on 29 November 2022 that following a review of the classification of the further education (FE) sector it had decided that the sector was now to be included as part of the public sector.
1. Update from Students’ Union (SU) President

The update from the SU President was welcomed by board members and once again

they gave recognition for the amount of work underway. The SU President thanked

ELT for providing warm spaces for students during the cost of living crisis and Mental

Health First Aid training for staff.

It was noted that 100 students based at Printworks Campus had completed a

‘welcome back’ survey and initial results analysis indicated a low mood. The

Students Union intended to reflect on the results and plan appropriate campus

support.

At Beeston Campus the SU President had been supporting dance classes for SEND

students.

SU Election activity had commenced.

1. Andy’s Man Club Fundraiser (Staff Member)

The Staff Member delivered an inspiring presentation on his Andy’s Man Club Fundraiser event. A charity wrist band and information leaflet were circulated to all attendees. A copy of the leaflet would be uploaded to VBR. The Staff Member was invited to confirm a fundraising target and QR code that could be shared with local government councillors.

The Director Student Life invited the Staff Member to support the Mens’ Wellbeing Forum.

**6. Outcome of Overall Effectiveness Review**

Board members received a summary of outcomes from the round of annual effectiveness review meetings carried out in January 2023. All board members contributed to a discussion on bringing forward the meeting start time. The Chair concluded that from 2023/24 board meetings would commence at the earlier time of 4 - 4.30pm, and this was agreed subject to a Teams Link being available.

The Governance Manager provided evidence that board member feedback on ‘opportunities to visit college’ had started to be addressed through campus tours and department visits. It was noted that such events could dovetail with future LCC Board meetings.

Through further discussion the need for increased diversity in board membership was flagged.

The Governance Manager informed members that their feedback would be considered as part of a review of the group wide governance calendar.

RESOLVED:

To approve the actions identified from the board effectiveness review and trial an earlier start time in 2023/24.

**PART 2 - STRATEGY AND POLICY**

**7. Equality, Diversity and Inclusion (EDI)**

1. Deep Dive LCC Protected Characteristics (Disability & Neurodiversity)

The Head of EDI guided members through a presentation detailing staff and student declared learning difficulties or disability. Key points of note were that, of the college student population, 3.5% of learners had dyslexia and 2% were on the autistic spectrum and of the staff population 73% were female and 27% male.

Low disclosure rates were an issue. The Head of EDI suggested that staff with a disability perceived their disability to be interpreted by others as a barrier to progression and development. The Disability Forum had asked for more information on what Luminate Group does with their data. Board members were assured that the Head of EDI was working with the Disability Forum to address the aforementioned concerns and low disclosure rates.

1. EDI Annual Assurance Report 2021/22

The Head of EDI presented the EDI Annual Report and its Executive Summary. Board members heard that the student population was diverse but staff disclosure rates were inconsistent. It was noted that the low staff disclosure rates (a group wide issue) may impact the college’s reputation as an inclusive employer. Board members were assured that, to address the low disclosure rate issue, various initiatives were at different stages of thought and planning and these included an EDI Champions Network action alan, management mentoring /buddying schemes for BAME staff and diverse interview panels.

A board member made the point that the staff profile issue was bigger than Leeds City College. It was felt important for its students to have role models they connected with in management and leadership positions. In effect raising the aspirations on young people and their career plans.

The Deputy CEO and Principal LCC confirmed that the People Strategy contained an EDI strategic priority for Luminate Education Group.

The Chair highlighted that the LCC Board had an EDI Link Governor vacancy and invited expressions of interest via governance@lumiante.ac.uk.

**8. Principal’s Report**

1. College Update

The Deputy CEO and Executive Principal elaborated on an excellent visit from Rachel Reeves MP (Leeds West) and Bridget Phillipson MP (Shadow Secretary of State for Education). Accompanied by the Chair of Luminate Education Group, the visit provided an opportunity to influence policy and discuss the Education Manifesto.

Board members were signposted to a promotional video for the 14-16 department that gave a frank and insightful account of the student experience within that area of college.

1. Pudsey Sixth Form Progress Report

The rationale for Pudsey Sixth Form was reiterated, specifically how the project will address forecast student number growth and board members heard that the capital project was making good progress. The Deputy CEO and Executive Principal informed members that the recent ONS reclassification of colleges presented a barrier to project funding that required working through with the DfE.

1. Progress against Strategic Priorities

Good progress was reported against all strategic priorities. With regards the Strategic Plan 2023-25, the board agreed that the nine strategic priorities could be combined where appropriate.

1. Away Day Preparations

Due to unforeseen circumstances the Away Day would not go ahead as planned. However, the time would be repurposed solely for Climate Literacy accredited training. Spaces would be opened up to board members from the other FE College boards. Further information on the accreditation would be circulated via email.

Planned Away Day discussions on the Luminate Strategy 2023-25 and the curriculum pilot would move to the March board meeting. Board members supported the revised plans.

**9. Deep Dive Health & Social Care Department**

The Principal Quarry Hill campus informed board members that with 881 learners the Health & Social Care Department was the largest department across the group. 90% of those learners came from deprived Leeds postcodes. The department offered qualifications at every level including some adult provision and apprenticeship pathways. Achievement results were strong.

Future plans included building on successful T Level delivery, flexible apprenticeships, new pathways and a progression agreement with the University of Huddersfield. It was noted that the department works well with the Leeds Health & Care Academy.

With regards employer placements, the Principal Quarry Hill campus advised that due to current strains on the health sector securing industrial placements (165 currently) were sometimes challenging but always resulted in a positive experience for students.

A Yorkshire Times news article on the department was circulated in hard copy and would be uploaded to VBR.

The healthcare sector was well represented on the LCC board (and Employer board) and relevant members confirmed that 57,000 people worked in the sector across the Leeds region. Board members linked healthcare staffing conversations back to the EDI agenda item and encouraged the college to progress these young people through.

**10. Alternative Provision Progress Report**

The paper proposed that the Mabgate Oversight Group formally stand down as it had achieved its aims and the department was deemed to be providing a quality education in a safe and stable environment. The accompanying evidence was supported by the Link Governor 14-16, who reported on a successful visit to the department’s new Park Lane location.

RESOLVED:

To approve that the Mabgate Oversight Group stand down.

**11. Special Measures Intervention Update**

The Deputy CEO Curriculum and Quality presented on three curriculum departments in special measures and summarised their progress as follows:

* Business Department: Although there were some signs of improvement the pace remained too slow.
* Digital Department: Focus on attendance and retention had demonstrated positive impact in the majority of provision, however interventions to improve TLA and improve student progress had not yet shown impact. Leadership and management were not yet demonstrating pace.
* Academic Studies: Year 12 significant improvement in-year. Attendance and retention had improved, as had learner feedback and predicted progression into Year 13.

Board members were informed that STEM staffing concerns were being addressed.

**12. Quality of Education Report**

The Deputy CEO Curriculum and Quality introduced the Quality of Education Report. The report included in year student data, progress against the Quality Improvement Plan (QIP) and information on the Quality Review Process. Board members were assured that whilst attendance remained a sector wide challenge the college was in fact making some progress.

Board members were advised that at the next meeting the Quality of Education Report would BRAG rate the Quality Improvement Indicators.

**13. Analysis of Stakeholder Satisfaction – Exit and Induction Survey Results**

Board members received the 2021/22 Exit Survey results and 2022/23 Induction Survey Results. The overriding message was that LCC students feel safe and welcomed. Within SEND student responses, the college had identified a need to work further with these young people to provided additional learning support.

**14. CSR Strategy & Action Plan**

This item was deferred to the March meeting

**15. Review of Strategic Risk Register 2022/23**

In reviewing the current iteration of the college’s risk register, board members agreed to the removal of the risk around Covid-19 - if there had been no associated increase in disruption to college operations.

The Chair asked that the board have an opportunity at a future meeting to discuss in more detail the red staffing risk.

RESOLVED:

To approve the latest iteration of the 2022/23 risk register and proposal to remove the risk around Covid-19.

**16. Financial Position and Forecast 2022/23**

The Chief Financial Officer advised that the forecast was unchanged since the last board meeting. With regards the year end position, there was nothing of reported concern. In response to a question from the Chair, it was confirmed that LCC’s contribution to the group EBITDA was currently more than had been expected.

The meeting closed at 7.40pm

Signed: ……………………………… (Chair) Date: …………………………