**LUMINATE EDUCATION GROUP**

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| **MINUTES OF THE MEETING OF THE**  **LEEDS CITY COLLEGE BOARD**  **HELD ON MONDAY 5 JULY 2021** |

**Present**

Colin Booth Group CEO

Andrew Chang Co-optee

Christopher Lang Staff Member

Liz Mear (up to item 10) Co-optee

Ken Morton (Chair) Governor

Stella Owen (up to item 6) Co-optee

Jonathan Pryor (up to item 10) Co-optee

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

**In Attendance**

Akeisha Brown (item 6 only) EDI Development Co-ordinator

Andrea Cowans (item 6 only) Director of Student Life

Lydia Devenny (from item 8) Deputy CEO Services

Janet Faulkner Dean of Higher Education

Melanie Halstead Director of Governance

Bill Jones Deputy CEO & Principal

Mariam Kauser (item 6 only) Performance & Project Co-ordinator

Gemma Simmons-Blench Deputy CEO Curriculum & Quality

Ann-Marie Spry Group Vice Principal Adults

Andrew Whitaker (up to item 6) Deputy CEO Teaching & Learning and CEO of White Rose Academies Trust (WRAT)

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

**MEETING ADMINISTRATION**

**1. Welcome and Apologies for Absence**

Christopher Lang was welcomed to his first meeting of the board as the newly elected staff member and introductions were made. Apologies for absence were received from Mark Garratt (Co-optee), Inder Hunjan (Governor) and Andrew Roach (Co-optee).

**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. There were none specific to the agenda for the meeting but the standing declarations as per the register of board members’ interests were noted.

**4. Minutes of the Meeting held on 29 March 2021 and Rolling List of Actions and Matters Arising**

The board considered the draft minutes of its meeting held on 29 March 2021 and

the rolling list of actions/matters arising from previous meetings. With regard to the latter, all identified items were on schedule for completion and/or appeared separately on the agenda for this meeting.

RESOLVED:

That the minutes of the meeting of the board held on 29 March 2021 be approved as an accurate record and signed by the Chair.

**5. Communications**

Feedback from Link Governors

Feedback was provided from various link governor activities undertaken since the previous board meeting. These included involvement in the college’s Apprenticeship Enhancement Week, a visit to the Quarry Hill Campus, a meeting with the Deputy CEO Services to scrutinise the draft operating budget, and attendance at a meeting of the Safeguarding Strategy Group. The Apprenticeship Link Governor commended the robustness of the Apprenticeship Enhancement Week process, adding that the resulting action plan and its impact would be subject to close monitoring. The Quarry Hill Link Governor commented on the excellent facilities at the campus and how pleasing it had been to meet with staff and students during her visit. The Printworks Link Governor had met with the new Campus Principal and planned to tour the Printworks Campus shortly. With regard to safeguarding, the Chair reported that a paper was being prepared for the group board later that month regarding the group’s response to the Ofsted report on sexual abuse in schools and colleges and proposed actions; details would be brought back to this board in due course.

University Technical College (UTC) Leeds and White Rose Academies Trust (WRAT)

The CEO of WRAT provided an update on the proposal for UTC Leeds to join the Luminate Group as part of the Trust, clearly articulating the Trust’s vision and the strategic drivers relating to the UTC proposal.  The board discussed the opportunities that this would provide for multiple points of close working with Leeds City College. In particular, the ability to better co-ordinate the engineering curriculum 14-19 and beyond in the city.  This in turn would improve the offer for young people by broadening it, increasing capacity and providing a choice of different but complementary environments.  Also allowing a more coherent, less confusing offer to employers with a joined up employer engagement approach. In conclusion the board confirmed its support of the proposal, recognising the strategic importance of the conversion for the college. The link governor for the college’s Printworks Campus expressed an interest in visiting the UTC when appropriate.

Office for Students (OfS) Communications

The board was informed of the OfS Statement of Expectations in which all HE providers were requested to review their policies and procedures on sexual harassment and misconduct for the start of the new academic year. This had been considered at group level and would form part of the paper being presented to the group board later in the month.

**PERFORMANCE MONITORING AND SCRUTINY**

**6. Race Equality Roadmap**

The board had previously committed to carrying out ‘deep dives’ into each of the college’s EDI priorities and at this meeting welcomed a presentation on a proposed Race Equality Roadmap. As part of this work a Race Equality Forum had been established, its purpose being to create a space that empowers staff from minority ethnicities to reach their full potential. The intention was to launch the Roadmap to coincide with Black History Month. The board’s EDI Link Governor volunteered to act as the board’s ‘sponsor’ for the roadmap and undertook to attend a meeting of the Race Equality Forum.

**7. Adult Education ‘Deep Dive’**

The Group Vice Principal Adults delivered a presentation on Adult Education and associated funding. Board members reflected on how the adult landscape had changed from being a flexible allocation based system to what was now a very complex landscape. The board wished to be assured that the college was able to respond to this complexity and therefore asked for a further update in the autumn term. It was also noted that the more that funds are diverted to pipeline work the more likely it is that the college’s most vulnerable learners would be disadvantaged.

**8. Progress against College Strategic Priorities**

The Principal presented a detailed report outlining the good progress made against the college’s strategic priorities during 2020/21. The board agreed to roll the priorities forward into 2021/22 along with one additional priority which related to preparing the college for an outstanding Ofsted judgement. With regard to the latter, the Chair and the Quality of Education/Teaching and Learning Link Governor would meet with the Deputy CEO & Principal and the Deputy CEO Curriculum & Quality to explore further.

**9. Quality of Education and Predicted Student Outcomes**

The board spent time reviewing data relating to the quality of education, both FE and HE, and predicted student outcomes for 2020/21.

Members were particularly pleased with the predicted achievement rate for adult provision which, at 95%, would be highly commendable in light of the challenges experienced by adult learners during the year. In response to a question from the board, it was clarified that there would not be any National Achievement Rate Tables for 2020/21 but the college would have access to national AoC (Association of Colleges) data to compare against. In relation to Value Added, members were pleased to note that A Levels and academic programmes continued to make progress but asked about Applied Generals which had seen a decline, most notably in Digital and Business. The board had scheduled a further ‘deep dive’ into Business as part of its next meeting. It was confirmed that the college was on target to meet its apprenticeship achievement target.

Turning its attention to HE, the board noted that the National Student Survey (NSS) results would be published the following week; the Dean of HE undertook to circulate a summary and to provide a more detailed analysis of the college’s results for discussion at the next meeting. The board questioned the timescale for the University Centre to achieve degree awarding powers; the Dean of HE advised that the OfS (Office for Students) was yet to respond to the expression of interest submitted. Arising from discussion, it was confirmed that the University Centre was well prepared in its response to the Skills & Post 16 Education Bill.

**FINANCE AND RISK MANAGEMENT**

**10. Finance**

Financial Position and Forecast 2020/21

Board members were pleased to note a very positive forecast outturn for 2020/21. There was a level of confidence in achieving, if not exceeding, the EBITDA target.

Proposed Operating Budget 2021/22

In considering the proposed operating budget for 2021/22 board members were assured that it was balanced, the right fit and had been stress tested. The budget represented a positive position year on year with areas of growth. The Chair and the Finance Link Governor had also scrutinised the assumptions with the Deputy CEO Services prior to the board meeting. The Chair suggested that future reports explain how surplus funds are invested.

RESOLVED:

To approve the proposed operating budget and recommend the same to the group board for consolidation into the group budget for 2021/22.

**11. Review of Strategic Risk Register**

In considering the latest iteration of the college’s risk register the board noted an emerging risk relating to the retention of staff in professional service areas; it was agreed to return to this for a further discussion at the next meeting.

Overall the board was satisfied with the actions taken or planned by management to mitigate each of the identified risks.

RESOLVED:

To approve the college’s strategic risk register as at June 2021.

**ASSURANCE REPORTS**

The board received and noted the following papers:

* Student Progression and Sustained Destinations 2019/20
* Annual Complaints Report 2020/21

The Chair drew the board’s attention to the student progression and destinations data and encouraged all members to read and absorb the information provided in readiness for a full discussion at a future meeting.

The meeting closed at 7.40pm

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