

LEEDS COLLEGE OF BUILDING

CORPORATION MEETING

Minutes of the meeting held on Tuesday 23 May 2017 at 4.00 pm in Meeting Room 1, North Street.

PRESENT:

Andrew Iveson (Chair)
Michael Berry
Ian Billyard
Emma Caven
Robert Crowe
Hon. Ald. Geoffrey Driver
Julia Evans
Max Lee-Fowkes
Kelvin Pollard
Mark Roper
Marc Townsend
Philip Williams

IN ATTENDANCE:

Derek Whitehead (Deputy Principal and Executive Director of Curriculum & Quality)
David Pullein (Executive Director of Finance & Resources)
Craig Williams (Clerk to the Corporation)
Andrew Kenny (observer)
Stuart Rees (Faculty Director, Quality & Learning Support Services) – Item 6
Ian Hirst (Faculty Director, Construction Crafts) – Item 6
Nancy Fearnside (Secretary - minutes)

**ACTION
BY AND
TARGET DATE**

1. CHAIR'S AND GOVERNORS' COMMUNICATIONS

1.1

The Chair noted the recent atrocity in Manchester and members shared a minutes' silence in respect.

1.2

The Chair noted that P Norris and M Berry had undertaken walk-throughs on 9 and 11 May 2017. He invited M Berry to give feedback.

M Berry stated that he had carried out a full day of walk-throughs at the Hunslet Campus, looking at both practical and theory in Plumbing, Electrical and Bricklaying, together with GCSE Maths & English. He had seen a lot of good teaching with elements of outstanding practices. Students worked well individually and the majority are making good progress. Good checks were made on learning and he also noted good use of praise and encouragement.

Good practice was noted in employability sessions, technical understanding and skills demonstrations. The standard of work observed was good or better and students worked well individually, in pairs and in groups. M Berry commented on the excellent use of PPE and reinforcement of Health & Safety.

The English GCSE session observed was good and the pace brisk; he noted that students were learning well and good use of IT / Kahoot etc. Question and answer sessions were good.

1. CHAIR'S AND GOVERNORS' COMMUNICATIONS (continued)

1.2 (continued)

The students attending sessions had good communication skills. Behaviour was exemplary and punctuality good. All students felt safe and knew who to contact if they had any Safeguarding issues.

M Berry noted that some uninspiring methods were being used in GCSE revision sessions; students were just completing multi-choice exam papers. He felt that more innovation / creativity in these sessions was required.

M Berry felt that sessional target setting would be useful. He acknowledged that verbal assessment feedback was good but noted that recorded feedback was missing or very brief, in some cases.

He noted that there had been an issue on the first year Electrical group with the lack of a teacher but this has now been resolved. Some students noted that air conditioning in some classrooms was not really adequate.

However, overall the walk-throughs had been very positive.

The Clerk emphasised that all Governors should try to carry out at least one walk-through.

1.3

The Chair noted that N Fearnside had sent out the Governors' Communication on 4 May 2017 and B Tanna had sent out an update on the Portal on 17 May 2017.

1.4

The Chair thanked K Pollard for facilitating the BAM site visit on 6 May 2017; seven Governors had attended and good feedback was received.

1.5

I Billyard reported that he has been invited to join a small Education and Skills Steering Group by Northern Powerhouse Partnership; this group will look at skills and training associated with infrastructure. The initial meeting of the group is scheduled for 21 June 2017 and will be chaired by the Chief Executive of Manchester Airport.

2. DECLARATION OF INTEREST

There were no declarations of interest.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr Ivan Nip, Peter Norris, Rachel Smalley and Spencer Wood.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 25 April 2017 were approved as a true record, with the following exceptions:

Attendance

It was noted that Kelvin Pollard and Mark Roper had attended the meeting.

4. MINUTES OF THE LAST MEETING (continued)

Item 9, Page 9

D Pullein noted that the 1% consolidated pay award would be paid in June 2017 (not May).

Item 9, Page 9

D Pullein noted that the AoC had also recommended a £250.00 increase where this is more beneficial (typically for salaries of less than £25k).

5. MATTERS ARISING

5.1 Ref Min 6

Actioned under Agendum Item 8.

5.2 Ref Min 6

Actioned under Agendum Item 8.

5.3 Ref Min 6

Actioned. D Pullein confirmed that the wording agreed for the Student Disciplinary Policy would be circulated for information.

**DP
21 June 2017**

5.4 Ref Min 7

Actioned.

5.5 Ref Min 11

D Whitehead stated that the National Rates were included on the Appendices in Agendum Item 8 but had not been added to the Summary Sheet; he would action this for the next report.

**DW
4 July 2017**

5.6 Ref Min 15

Actioned.

OTHER ISSUES

6. PRESENTATION ON PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE OF STUDENTS

D Whitehead introduced Stuart Rees (Faculty Director, Quality & Learning Support Services) and Ian Hirst (Faculty Director, Construction Crafts); I Hirst joined the College in April 2017. Apologies were noted from Brian Duffy (Faculty Director, Built Environment & Engineering Services), who was involved in a student activity.

D Whitehead explained that Personal Development, Behaviour and Welfare had been graded 2 (Good) in the College Self-Assessment Report; a grade 1 (Outstanding) had not been given due to attendance at College level and Maths & English.

I Hirst noted the outstanding partnerships the College currently has with some of the country's leading manufacturers. The College also works with a variety of employers and over 2,000 are currently engaged. Good relationships exist with both manufacturers and employers. The College's Work-based Learning team organise work experience / placements for students and good feedback has been received.

6. PRESENTATION ON PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE OF STUDENTS (continued)

Details of events delivered by manufacturing partners were included in the presentation. Other visits included Cupa Slate Quarry (Northern Spain), Dulux Decorators Centre, Houlton Construction, Leeds Dock etc.

The College utilises industry standard specialist software, such as Alphacam, Stelrad and REVIT (BIM compliant).

Students from the Services department have been involved in a number of community projects, eg Leeds College of Music, Oakwood Lane Medical Practice and Precious Ones Children's Nursery.

I Hirst gave an update on the Leap Enterprise Scheme, where students from Construction Crafts had formed an enterprise company (Hard Days Craft) and won various awards including "Best Enterprise Company". This was a fantastic result for all involved.

The Thornbury Cricket Club project is progressing quite well and is directly impacting on students completing their qualifications (NVQs) through collecting invaluable site based evidence towards their portfolios.

The Re-Making Leeds project is now coming to an end; I Hirst noted that this has been a resounding success. A case study of one student involved in the project was included in the presentation. A number of others students have gained employment following the project.

I Hirst stated that the College is hosting the Regional SkillBuild heats on 22 June 2017 and if Governors were available their support at this event would be welcome. Details of the SkillBuild 2016 winners were noted.

S Rees gave an overview of behaviour / personal development tutorials and support, which included weekly individual / group tutorial sessions; coverage of Prevent; embedding of English & Maths; termly reviews; Careers Month etc.

S Rees stated that all full-time students have a timetabled enrichment session, which has a continued positive impact on retention. To date 888 students have participated in the enrichment programme; 101 trips have been organised so far this academic year; 2,017 students have participated in off-site visits.

The College Sport Survey showed that 74% of students stated that participating in sport meant that they attended more and 90% of students participate in at least 1 x 30 minutes of activity per week.

S Rees reported that Denis Metcalf from Student Services had won the National Award from NASSM (National Association of Student Services Managers) for his work on enrichment; this was out of 300 colleges. The Student Services team had also come third in the team award.

M Berry thanked I Hirst and S Rees for their presentation. He felt that this area is a real strength within the College. He asked what percentage of full-time students have been involved in work experience and community projects. I Hirst stated that the indications are that last year's figures have been exceeded, with approximately 90% undertaking work experience, community projects and visits.

6. PRESENTATION ON PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE OF STUDENTS (continued)

M Berry queried the English & Maths attainment figures. S Rees stated that the predicted achievement rates were encouraging and showed incremental increases but acknowledged that, as he had indicated previously, the process would take at least three years.

P Williams felt that the retention links were interesting. He asked if budgets were sufficient to keep this going. I Hirst stated that resources are available and it is also supported through Study Programme funding.

M Lee-Fowkes commended the College on the work done, posters, emails etc. and the positive energy. However, he raised concern that Student Services only carry out reviews with 1st year students and 2nd year students did not receive reviews. D Whitehead acknowledged that reviews are focused on 1st year students but tutorials are then carried out for 2nd, 3rd and 4th year students.

Hon. Ald. G Driver noted the learning and wider experience for young men and felt the College is doing an excellent job. However, the same did not apply to females and he felt more should be done for females who want to join the industry. I Hirst stated that links are in place with WISE (Women into Science and Engineering) and these are being progressed by B Duffy, as the majority of female students are in HECDM. S Rees noted that the recent debating event had included three females and following this, the College has been invited to other events involving females.

S Rees stated that K Towler (Sports Maker) is looking at opportunities for enrichment for females and also gender neutral activities to try and offer a wider range. J Evans noted the psychology of women doing physical activities and emphasised that football can be every bit as appealing to females.

S Rees noted that a football academy is being progressed by D Metcalf (Student Liaison Officer) but acknowledged that it is difficult to accommodate females in some activities.

E Caven felt that the numbers involved in enrichment were positive but queried what is being done to encourage those not involved. It was noted that tutors do encourage all students to get involved and a competition element to trips etc. is being investigated. D Whitehead noted that some students have part-time jobs and are therefore unable to attend planned enrichment activities.

S Rees noted that Carolyn Taylor has recently joined the College and is an intervention specialist. She is working closely with D Metcalf to promote sport; skiing and snowboarding are also being looked at.

M Townsend stated that K Towler is a great asset to the College and noted that she had encouraged females to attend the recent Go Karting trip. However, he acknowledged that this is a difficult issue.

Hon. Ald. G Driver suggested that rowing could be an activity attractive to females and could be carried out near the College.

6. PRESENTATION ON PERSONAL DEVELOPMENT, BEHAVIOUR AND WELFARE OF STUDENTS (continued)

M Lee-Fowkes noted that no progress had been made regarding a women's football team and suggested that joining with other colleges may help. S Rees stated that the College is liaising with Gorse Academy regarding this and they are also promoting rowing. Links with the Grammar School on debating training / competitions are also being progressed.

E Caven noted the Leap Enterprise Scheme; she felt this was a great project for students and asked if the College intended to expand this. I Hirst confirmed that it would continue next year with more teams.

The Chair thanked I Hirst and S Rees for their presentation, which the Clerk confirmed will be placed on the Governors' Portal for information.

CW
6 June 2017

STRATEGIC ISSUES

7. CONFIDENTIAL ITEM

See attached minute.

QUALITY ISSUES

8. PERFORMANCE MANAGEMENT REPORTS AS AT 8 MAY 2017

D Whitehead presented detailed Performance Management Reports as at 8 May 2017; this included predicted achievement rates and disciplinary figures.

16-18 overall retention is 91.2%, +2.9% on the previous year at the same point and above National Rate (NR) of 90%. 19+ overall retention is 93.9%, +-0.2% on the previous year at the same point and on a par with NR.

Overall achievement rate for all Apprenticeships is 80.7%, which is -4.4% on the same point last year but +10% on NR. Timely achievement rate is 74.6%, -8% on the same point last year but +16% on NR.

Higher Education retention has dropped to 84.4%, which is -9% on the same point last year. D Whitehead stated that this is mainly due to transfers / achievement.

An update on Maths & English was included and D Whitehead gave a brief overview. Achievement rates on English & Maths are predicted to be 16% and 22% respectively; compared to last year this is an improvement of +13% and +8% respectively. Functional Skills are also showing improvement at all levels.

Attendance on English is currently 76.81% and Maths 76.05%, this is -11% on College overall attendance of 87.44%. Punctuality on English is currently 94.74% and Maths 91.54%, this is -2.71% on College overall punctuality.

Disciplinary / exclusions by College area (all ages / all provision types) were noted. Overall there have been 127 disciplinaries but some students could have up to four hits as they progress through the process.

8. PERFORMANCE MANAGEMENT REPORTS AS AT 8 MAY 2017 (continued)

Achieve Through Learning Ltd: 19+ (all levels) is -2.9% on the same period last year at 87.3% and within 2% of NR. Apprenticeships (overall achievement rate) at all levels are +2.7% on the same period last year at 85.6%; timely achievement rates are +4.3% at 78.1%.

Appendix 6 detailed predicted achievement rates as at May 2017. Curriculum teams have looked at individual students to ascertain predicted achievement rates. D Whitehead stated that these figures included classroom based delivery and sub-contracting. Education & Training (all ages) predicted achievement rate is 88.5% (+11.4% on 2015/16); 16-18 is 84.4% (+15.9% on 2015/16) and 19+ is 93.1% (+4% on 2015/16). Apprenticeships (all ages) – timely achievement rate is 72.5%, on a par with 2015/16, but +15.6% on NR.

M Berry felt that the predicted achievement rates were good reading, showing 7% / 8% above on 16-18 and 19+. He noted the sharp decline in HE retention as mentioned by D Whitehead earlier.

M Berry queried the absences at the GCSE mock exams (Maths 16% and English 38%). D Whitehead stated that some students already have poor attendance and staff do try to catch them in vocational sessions. An attendance chaser role will be in place for next year. D Whitehead emphasised that the teams are doing everything they can and various initiatives are in place, eg texting / rewards / revision sessions etc.

Hon. Ald. G Driver raised concern regarding the number of Plumbing students that have gone through the disciplinary process and felt that this was not keeping up with the vision of getting students into work experience. D Whitehead noted that none of the students had been excluded.

R Crowe noted that lecturers are graded 1 to 4 in observations and queried whether any analysis had been carried out regarding attendance / retention related to observation grades.

M Roper noted the total number of exclusions (12). D Whitehead stated that it is a delicate balance between disciplinary and exclusion, with exclusion as a last resort.

The Chair noted the improvement in Maths / English predicted achievement rates. He stated that Governors can make their own judgements on what they believe is good.

The Corporation noted the Performance Management Reports.

9. QAA ANNUAL PROVIDER REVIEW

D Whitehead presented the Higher Education Funding Council for England (HEFCE) Annual Provider Review for 2016-17. The Annual Provider Review process utilises student data and other data that the College submits to the Higher Education Statistics Agency, the ESFA and the DfE and is presented in a dashboard format. HEFCE have confirmed that the College “meets requirements”; the report overall is very good.

9. QAA ANNUAL PROVIDER REVIEW (continued)

M Berry queried the baseline figure and asked what impact the HE retention of 84.4% has had. D Whitehead noted that the HNC students have moved on to HND and once the HNC achievement drops in this will be recorded and show an improvement.

M Roper queried the SFA Notice of Concern and asked what impact there would be once this has been resolved. D Whitehead confirmed that again the results would be better.

The Corporation noted the QAA Annual Provider Review

FINANCE ISSUES

10. MANAGEMENT ACCOUNT POSITION STATEMENT AS AT 30 APRIL 2017

D Pullein presented the Management Accounts for April 2017.

The target for 16-18 starts (749) has been exceeded (773), which is good news.

ATL employer feedback regarding their 10% contribution has not been very positive and is a learning curve.

Cashflow has increased and it is anticipated that the health score will be Satisfactory by the end of the year. The level of borrowing does mean that the College cannot achieve an Outstanding health score.

Apprenticeship funding has been allocated for 8 months up to December 2017. The ESFA will look at this again in September 2017 but the timing of this is an issue, as all apprentices will not be recorded on the system by then.

Overall the Group is still progressing well and in line with the budget and recovery plan.

The Corporation noted the Management Accounts for April 2017.

GOVERNANCE ISSUES

11. SCHEDULE OF MEETINGS FOR 2017/18

The Clerk presented the Schedule of Meetings for 2017/18.

The Clerk stated that some more progressive student / Governor engagement is being trialled in 2017/18 in the form of discussion sessions prior to the Board meetings on 26 September 2017, 23 January 2018 and 24 April 2018. These will be themed sessions on an open invitation basis.

The Clerk noted that the presentation topics for each meeting were included on the schedule for information.

11. SCHEDULE OF MEETINGS FOR 2017/18 (continued)

M Berry stated that Governors need to be aware of the key strengths and areas for improvement on Teaching, Learning & Assessment and what is being done to address this. D Whitehead stated that he has compiled a pre-inspection analysis and this could be placed on the Governors' Portal for information; this was agreed and would be actioned by the Clerk.

**CW
12 June 2017**

The Corporation approved the Schedule of Meetings for 2017/18.

12. 2017/18 BOARD AGENDA AND EXECUTIVE SUMMARY REPORT FRAMEWORK

The Clerk presented a draft Board agenda and Executive Report Framework for consideration and implementation in 2017/18. These were discussed at the Away Day on 21 February 2017 and have been recommended for approval by the Search & Governance Committee.

The Corporation approved the 2017/18 Board Agenda and Executive Summary Report Framework.

13. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 4 July 2017 at 4.00pm at North Street. A presentation / training session on Risk Management will be carried out by Wylie & Bisset at 3.30pm prior to the meeting.

Signed for Distribution:
(Chair)

Date:

Approved:
(Chair)

Date: