

LEEDS COLLEGE OF BUILDING

CORPORATION MEETING

Minutes of the meeting held on Tuesday 26 September 2017 at 4.00 pm in Meeting Room 1, North Street.

PRESENT:

Andrew Iveson (Chair)
Julia Evans (Vice Chair)
Michael Berry
Ian Billyard
Robert Crowe
Andrew Kenny
Dr Ivan Nip
Peter Norris
Kelvin Pollard
Rachel Smalley
Marc Townsend
Philip Williams
Luke Norris

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)
Kathryn Wilkinson (observer)
Stuart Rees (Faculty Director) – Item 8
Inderpal Matharu (Assistant Faculty Director) – Item 8
Nancy Fearnside (PA - minutes)

ACTION
BY AND
TARGET DATE

1. RECOMMENDATION FROM SEARCH & GOVERNANCE COMMITTEE

The Clerk reported that a panel from the Search & Governance Committee had interviewed Kathryn Wilkinson; she is a Governance Manager at Leeds City Council. The Committee have recommended that Kathryn Wilkinson joins the Board when the next vacancy arises and until then could attend Board meetings as an observer.

The Corporation approved the recommendation for Kathryn Wilkinson to join the Board when the next vacancy arises and the proposal that she attends as an observer until then.

The Clerk reported that nominations for student members had been received, although one has had to pull out due to timetable clashes. He recommended the appointment of Luke Norris as a student member for the period 26 September 2017 to 31 July 2018.

The Corporation approved the appointment of Luke Norris as a student member for the period 26 September 2017 to 31 July 2018.

The Chair welcomed Kathryn and Luke and introductions were made.

2. CHAIR'S AND GOVERNORS' COMMUNICATIONS

2.1

The Chair noted that the Board Briefing had been sent out by N Fearnside on 11 September 2017. The Governors' Communication was sent out on 19 September 2017 by N Fearnside and B Tanna had sent out an update on the Portal on 4 September 2017. The Governors' Question & Answer Forum is now in place and details were sent out by the Clerk on 18 September 2017. Details of the changes to parking arrangements were emailed to Governors by the Clerk on 18 September 2017; the new arrangements will be in force from 1 October 2017.

2.2

J Evans reported that following the College's Staff Development Day focusing on Prevent / Safeguarding etc. a letter has been received from Shaid Mahmood (Chair of the Prevent Silver group) at Leeds City Council. The letter congratulated the College on the hard work and effort in putting together the comprehensive training for staff and acknowledged the instrumental role of Jubar Miah in particular.

2.3

D Whitehead reported that the College has won the Plaisterers' Guild Harmer Trophy for 2017; this recognises the most achievements at Level 3 nationally within the Plastering sector. The award ceremony will take place on 7 November 2017 at the Plaisterers' Guild Hall in London.

2.4

I Billyard reported that a 'Turf Cutting' event for Phase 2 at Hunslet would take place on Thursday 12 October 2017 at 5.00pm, prior to the College's Award Ceremony. An email with full details has been sent out to Governors.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Emma Caven, Shane Dickinson and Mark Roper.

4. DETERMINATION OF OBSERVERS / ATTENDEES

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

5. DECLARATION OF INTEREST

Staff members declared an interest in Item 15 and the Senior Postholders declared an interest in Item 20.

6. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 4 July 2017 were approved as a true record.

7. MATTERS ARISING

7.1 Ref Min 6
Actioned.

7. MATTERS ARISING (continued)

7.2 Ref Min 6

The Clerk noted that J Miah had met with R Smalley and the Equality & Inclusion / Human Rights Policy would be presented at the next meeting.

**DP/KR
21 Nov. 2017**

7.3 Ref Min 5.3

D Whitehead confirmed that the National Rates were now included in the spreadsheets utilised in the Performance Management Reports.

7.4 Ref Min 5.7

Actioned.

7.5 Ref Min 19

D Pullein confirmed that on checking no amendments were required to the Financial Regulations following changes to the Audit Committee Terms of Reference.

7.6 Ref Min 22

Actioned.

7.7

The Clerk noted that the Performance Management Reports had been taken off the agenda as it was too early for the data to be populated. He invited D Whitehead to give a verbal update on 2016/17 achievement.

D Whitehead noted that staff are working on getting all achievements finalised and on to the system. 16-18 is showing an improvement of 3.5% on last year and currently 59% of achievements are in the system. 19+ is currently at National Rate and more achievements were due to go in. Higher Education retention has improved by 10% and achievement is looking promising. 14-16 Skills Academy is showing good achievement and an improvement on last year. Concerns have previously been raised regarding Apprenticeships dropping below last year and results will be as predicted; achievements will be optimised as much as possible.

Achieve Through Learning (ATL) Education & Training 19+ is showing a drop of -10% on retention and this will have an impact on achievement. In mitigation ATL have moved from a workplace learning model (where assessments are carried out in the workplace only) to a classroom based learning model.

D Whitehead noted that more achievements were still to be signed off and all needed to be in the system before the final ILR which was due in December 2017.

Apprenticeship frameworks for 2016/17 need to be on the system by early October 2017.

D Whitehead stated that generally the College is where it was predicted. A full report on 2016/17 achievements would be presented at the next meeting, together with details of 2017/18 retention to date.

**DW
21 Nov. 2017**

8. PRESENTATION ON MATHS & ENGLISH

D Whitehead introduced Stuart Rees (Faculty Director, Quality & Learning Support Services) and Inderpal Matharu (Assistant Faculty Director).

S Rees / I Matharu gave a presentation and the following points were noted:

S Rees reiterated that at this time last year he had stated that results were not good enough and there was no “quick fix”.

The current picture on GCSE English shows an increase to 19% (+16% on last year); 16 students are currently awaiting remarks and this figure may change. The 19% includes students who did not attend the exams; if these were removed, the result would be 22%. The current picture on GCSE Maths shows an increase to 22% (+6% on last year).

New specifications will be in place this year and further increases should be seen.

Results for Functional Skills Level 2 show an increase to 58% for English and 52% for Maths (+44% and +39% respectively on last year). Level 1 shows an increase to 50% for English and 45% for Maths (+5% and +22% respectively on last year). S Rees noted that these results were good but further improvement is required.

S Rees outlined the changing picture. Grade 5 is now called a “strong pass” and Grade 4 is a “standard pass”. The new specifications for English were introduced last year and these will be implemented for Maths for the first time this year.

A new structure has been created and S Rees gave an overview. A new Attendance Officer post has been created, together with a Literacy Co-ordinator. The team are keen to move from delivering English & Maths separately to contextualising this within the curriculum. This year the reading age of each student will be tested.

The three key areas being focused on are quality of Teaching & Learning, Marking & Feedback and Tracking & Intervention. S Rees outlined the improvements made in these three areas, together with actions moving forward.

I Matharu gave an overview of the robust tracking system, which has been implemented. This includes the use of KS2 / KS4 data and BKSB assessments. Fine grades are used to demonstrate progress and ensure students are placed on the correct qualification. Effective intervention strategies will be implemented where necessary.

Staff accountability has improved through Raising Achievement Meetings, staff appraisals, OTLA, Work Scrutiny, CPD and tackling any underperformance.

S Rees outlined additional information / actions that have been implemented including moving from 3 hour sessions to 1½ sessions, displaying posters around College promoting the importance of English & Maths and the introduction of prizes for Maths & English at the Awards Ceremony.

8. PRESENTATION ON MATHS & ENGLISH (continued)

M Berry felt the progress made has been fantastic and congratulated S Rees and his team.

The Board queried the use of BKSB and KS2 data. S Rees stated that Student Services ask schools for KS2 data and they are happy to provide this. The BKSB is an on-line programme to ascertain the current level of students, which, with the KS2 and KS4 data, gives a full picture.

R Crowe noted the new Literacy Co-ordinator role to test the reading ages of students. S Rees stated that with this information the team could then ensure students were getting the appropriate text.

The Chair thanked S Rees and I Matharu for their presentation. The Clerk confirmed that the PowerPoint presentation would be placed on the Governors' Portal for information.

CW
6 Oct. 2017

9. UPDATE ON 2017/18 STUDENT RECRUITMENT

D Whitehead gave an overview of recruitment to date. The target for 16-18 recruitment is 928 and currently this is 85 short. However, recruitment is generally progressing well and students are still being recruited / enrolled. There have been more progressions this year but unfortunately less new starts. There have been a number of no shows but this is mainly due to students completing multiple applications.

19+ Adult Education Budget – it is too early to say how this is doing but the College will be sub-contracting part of this out to ensure this is achieved.

Numbers on 14-16 Skills Academy are about the same as last year (120-130). Higher Education is currently above their Curriculum Plan target.

Apprenticeships are approximately 100 down and there are lots of challenges to overcome (e.g. Levy system / DAS etc.). Roll-on / roll-off would continue and last year 100 were recruited in-year. However, the College is cautiously optimistic that targets will be achieved.

10. UPDATE ON HUNSLET PHASE 2 DEVELOPMENT

D Pullein reported that Phase 2 costs are now within budget. The contracts have been signed with Clugstons and work on site started on 18 September 2017. The expected end date is 28 October 2018.

A Kenny noted that some of the contingency had been used in the value engineering exercise; however, D Pullein confirmed that there was still £160k contingency within the budget.

The Clerk noted that the monthly project reports are uploaded on to the Governors' Portal for information. The next Capital Working Group is taking place in October and the Clerk suggested that A Kenny joined the Group; this was agreed.

11. QUALITY IMPROVEMENT POLICY / QUALITY ENHANCEMENT STRATEGY

D Whitehead presented the revised Quality Improvement Policy / Quality Enhancement Strategy. The minor changes were shown in bold italics.

The Corporation approved the revised Quality Improvement Policy / Quality Enhancement Strategy.

12. TEACHING, LEARNING AND ASSESSMENT STRATEGY

D Whitehead presented the revised Teaching, Learning and Assessment Strategy. The minor changes were shown in bold italics.

M Berry felt that this was an excellent Strategy, based on student needs.

The Corporation approved the revised Teaching, Learning and Assessment Strategy.

13. OBSERVATION OF TEACHING, LEARNING & ASSESSMENT PROCEDURE

D Whitehead gave a brief overview of the revised procedure. The College previously carried out graded observations, which mirrored Ofsted. Ofsted have now dropped graded observations and the College procedure has been revised to reflect this.

The observations will be based on a RAG rated approach, focusing on learning taking place and progress of students. A quality action plan will be in place to help tutors improve. Three two-week observation windows were initially proposed but following discussion with the Joint Unions it has been revised to two observations (one in Term 1 and one in Term 3). In Term 2, peer observations will be carried out, with staff sharing best practice as appropriate.

Walk-throughs will still be carried out and there will be an option to put more intensive support into areas as required. Work scrutiny sessions will take place to ensure consistency across College.

D Whitehead stated that the Joint Union representatives were not happy regarding the changes and had asked him to bring this to the Board's attention. Following their concerns, the two-week windows have been increased to three-weeks. All staff will be made aware of the changes and updates will be given on the new procedure. A review of the RAG rated process will be undertaken following Term 1's observations.

M Berry congratulated the College on re-thinking the OTLA process and felt this was a more reflective and improved system. The action plan would enable tutors to focus on improvements prior to the next observation, with the help of the peer observations in Term 2. He felt that monitoring of a Faculty or Curriculum area as necessary was also a good idea.

The Chair noted that previously if lecturers received a Grade 1 they could "opt out" of observations but were required to coach other staff and share best practice and therefore some lecturers were happy to receive Grade 2. D Whitehead stated that he would like to see more coaching and remission / coaching time has been discussed.

13. OBSERVATION OF TEACHING, LEARNING & ASSESSMENT PROCEDURE
(continued)

The Corporation noted and approved the revised Observation of Teaching, Learning and Assessment Procedure and supported the change to RAG rated observations.

14. COMPLAINTS PROCEDURE AND REGISTER FOR 2016/17

D Whitehead presented the revised Complaints Procedure and Complaints Register for 2016/17.

The Register showed 20 formal complaints, 19 of which have been resolved and closed off; one complaint is still ongoing due to timing. The Register also included the one ATL complaint. The minor changes to the Procedure, to reflect JCQ General Regulations, were shown in bold italics.

It was noted that Leeds City Council also included a column outlining what the complainant required as an outcome in their procedures.

M Townsend suggested that under “Stage 2 – Formal” the last sentence of the first paragraph should be amended to read “Student Services staff are an impartial source of advice”, not independent. This was agreed and would be amended.

DW
6 Oct. 2017

The question of informal complaints was raised. D Whitehead confirmed that only formal complaints are recorded on the Register, informal complaints are dealt with at the time and only escalated to formal complaints if necessary.

M Berry felt that it would be good to see details of compliments / praise received from students etc. D Whitehead stated that this was reflected in the Student Perception of College survey.

The Corporation approved the revised Complaints Procedure, subject to the amendment noted above, and noted the Complaints Register for 2016/17.

15. CONFIDENTIAL ITEM

See attached minute.

16. MANAGEMENT ACCOUNTS FOR 30 JUNE 2017

D Pulein noted that the final accounts would mirror (or be slightly improved on) the June Management Accounts.

The Corporation noted the Management Accounts for 30 June 2017.

17. GRANT THORNTON ENGAGEMENT LETTERS (LCB, ATL AND LCB ENTERPRISES)

D Pulein presented a letter detailing the terms of engagement between Leeds College of Building and Grant Thornton UK LLP, which required signing by the Chair.

The Corporation approved the letter for signing by the Chair.

17. GRANT THORNTON ENGAGEMENT LETTERS (LCB, ATL AND LCB ENTERPRISES) (continued)

D Pullein explained that separate letters were required for Achieve Through Learning Ltd and LCB Enterprises. He confirmed that these had been signed by the Principal on behalf of the Directors.

18. OVERSEAS TRAVEL FOR 25TH ANNIVERSARY CELEBRATIONS

The Clerk presented a paper requesting formal approval for overseas travel and gave a brief overview.

The Corporation approved the request for overseas travel.

19. GOVERNMENT KEY PERFORMANCE INDICATORS AND DEVELOPMENT PLAN FOR 2017/18

The Clerk presented the Governance Key Performance Indicators and Development Plan for 2017/18; these would be monitored / measured in year.

The target for one Governor to represent the College at all AoC regional events would be amended to "independent Governor".

CW
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The Corporation approved the Governance Key Performance Indicators and Development Plan for 2017/18, subject to the amendment above.

20. CONFIDENTIAL ITEM

See attached minute.

21. GOVERNOR ATTENDANCE REPORT 2016/17

The Corporation noted the Governor Attendance Report for 2016/17.

22. STUDENT SURVEY 2016/17 (SPOC2) AND EMPLOYER SURVEY (EPOC) JULY 2017

The Corporation noted the Student Survey 2016/17 and Employer Survey July 2017.

D Whitehead reported that the results from the national ESFA survey had now been received. The College's result for 2016/17 shows a slight improvement to 8.3 out of 10 (compared to 7.9 out of 10 previously).

23. SUMMARY REPORTS FROM EXTERNAL QUALITY ASSURERS / MODERATORS

The Corporation noted the Summary Reports from External Quality Assurers / Moderators.

24. USE OF THE COLLEGE SEAL

The Corporation noted the use of the College Seal as detailed in the report.

DATE OF NEXT MEETING

The next meeting is scheduled to take place on Tuesday 21 November 2017 at 4.00pm at North Street.

Signed for Distribution:
(Chair)

Date:

Approved:
(Chair)

Date: