

LEEDS COLLEGE OF BUILDING

CORPORATION MEETING

Minutes of the meeting held on Tuesday 20 March 2018 at 4.00 pm in Meeting Room 1, North Street.

PRESENT:

Andrew Iveson (Chair)
Ian Billyard
Simon Bray
Julia Evans
Terry Hodgkinson
Andrew Kenny
Dr Ivan Nip
Luke Norris
Peter Norris
Kelvin Pollard
Mark Roper
Rachel Smalley
Marc Townsend

IN ATTENDANCE:

Derek Whitehead (Deputy Principal and Executive Director of Curriculum & Quality)
David Nolan (Interim Executive Director of Finance & Resources)
Craig Williams (Clerk to the Corporation)
Nancy Fearnside (PA - minutes)
Jubar Miah (Equality, Inclusion & Safeguarding Manager – Item 7)

**ACTION
BY AND
TARGET DATE**

1. CHAIR'S AND GOVERNORS' COMMUNICATIONS

1.1

The Chair welcomed Terry Hodgkinson to his first meeting and introductions were made.

1.2

I Billyard explained the situation regarding David Pullein and noted that David Nolan is acting as Interim Executive Director of Finance & Resources whilst David Pullein is off. The Chair welcomed David Nolan to the meeting.

1.3

The Chair noted that N Fearnside had sent out the Governors' Communication on 13 March 2018 and B Tanna had sent out an update on the Portal on 5 February and 5 March 2018.

1.4

The Chair noted that the Senior Post Holder Targets and performance were considered at the Performance & Remuneration meeting on 20 February 2018.

1.5

The Clerk noted that P Williams has resigned from the Board with immediate effect due to his work commitments. The Chair requested that a letter of thanks for Philip's contribution to the Board and Audit Committee was sent on behalf of the Board. The Clerk would action this.

**CW
3 April 2018**

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

1.6

The Chair gave an update following the ESFA Notice of Concern meeting on 19 March 2018. The ESFA verbally confirmed that the Notice of Concern has been lifted but written confirmation is yet to be received.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mike Berry, Kathryn Wilkinson and David Pullein.

3. DETERMINATION OF OBSERVERS / ATTENDEES

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

4. DECLARATION OF INTEREST

There were no declarations of interest.

5. MINUTES OF THE LAST MEETING

The minutes of the meetings held on 23 January 2018 and 20 February 2018 were approved as a true record.

6. MATTERS ARISING

6.1 Ref Min 6.3

This item was carried over.

6.2 Ref Min 7

M Roper stated that the analysis of Apprenticeship data is a long-winded process and he would share as appropriate when completed. He noted that an increase on Construction Industry uptake was indicated.

6.3 Ref Min 7

Actioned.

6.4 Ref Min 11

Actioned outside the meeting.

6.5 Ref Min 11

Actioned outside the meeting.

6.6 Ref Min 12

The results of the follow-up Staff Survey will be placed on the Governors' Portal for information.

**CW
28 March 2018**

6.7 Ref Min 16

I Billyard gave an update on Hunslet Phase 2 under Item 9.

6.8 Ref Min 22

D Nolan would investigate the December cashflow forecast further and report to the Board in April 2018.

**DN
24 April 2018**

6. MATTERS ARISING (continued)

6.9 Ref Min 24

Actioned.

6.10 Ref Min 11

T Hodgkinson noted the push to recruit more females and asked how this would be achieved. I Billyard stated that the College is progressing initiatives through WISE; full-time female students act as Ambassadors; links with industry; Women's Week, NCOP project etc. Currently the percentage of females across the College is 8%.

6.11 Ref Min 17

T Hodgkinson noted that Maths & English is still an issue and felt that the main issue is the type of students recruited and lack of schooling.

7. PRESENTATION ON EQUALITY & INCLUSION

D Whitehead introduced Jubar Miah (Equality, Inclusion & Safeguarding Manager).

J Miah gave a presentation regarding Equality & Inclusion. The following key points were noted:

- Key responsibilities outlined.
- Record number of terror arrests in 2017.
- 107 groups to undertake Preparing for Life in Modern Britain (PLIMB) programme; to date 70 have received this and just need to complete Unit 4.
- Results of the Student questionnaire following the PLIMB programme were noted.
- Demographic Results Analysis were noted for Gender, Age, Ethnicity and Disability. All showed only a small variation.

T Hodgkinson asked where the majority of students were recruited. J Miah stated that the majority are Leeds based, with some from Bradford, Wakefield Kirklees etc. and also national.

R Smalley queried the number of female students involved in the survey; J Miah stated that the overall data was shown as it was more valid at College level. Currently the College has 8% female students and 14% BAME.

There have been 226 Safeguarding interventions and a breakdown of the type of cases was shown.

P Norris asked whether the GDPR changes would affect the information sharing on Safeguarding cases. J Miah stated that Safeguarding comes under "Sensitive Data" and the College is compliant with this; GDPR will not impact on this.

The Chair thanked J Miah for his presentation. The Clerk confirmed that the PowerPoint presentation would be placed on the Governors' Portal for information.

8. REVISED HE STRATEGY

D Whitehead presented the revised HE Strategy, which has been reviewed and agreed by Senior Management Team and the recognised Trade Unions.

Changes were highlighted in yellow and included Phase 2, Apprenticeship Reforms, Degree Apprenticeships, new areas of curriculum etc. The HEFCE regulatory framework is being replaced by the Office for Students and the registration process is currently ongoing.

D Whitehead stated a detailed plan of Faculty provision and trajectory up to 2020/21 was included (Appendix E). T Hodgkinson noted that numbers are nearly double in 2020/21 and asked if this is feasible. D Whitehead confirmed that numbers are monitored annually through the management accounts and Performance Management Reviews, with students moving on to Apprenticeships, Degree Apprenticeships and Higher Apprenticeships.

M Roper raised the question of the Balfour Beatty model and asked if this could be rolled out to other contractors. D Whitehead confirmed that it could.

A Kenny noted that the Good practice from the QAA Higher Education Review was included from 2015. D Whitehead stated that this was included for information only and the action plan has been completed and closed off.

A Kenny queried the training / resources budget; D Whitehead stated that this was limited. A list of capital requests is currently being looked at and prioritised as appropriate.

The Clerk asked if the English & Maths issues were impacting on the HE side. D Whitehead stated that due to the entry requirements for HE courses this was not an issue.

The Corporation approved the revised HE Strategy.

9. UPDATE ON HUNSLET PHASE 2

I Billyard reported that the project is progressing well. It is approximately 2.5 weeks behind but Clugstons are confident they will complete on time (15 October 2018). After discussion at the Capital Working Group, it has been agreed that the lease on Millwright Street will be extended up to Easter 2019 to allow more time to move Heating & Ventilation to Hunslet, clearout North Street and reconfigure this to enable Painting & Decorating to be moved up to North Street; the extra cost will be added into the Phase 2 budget.

I Billyard stated that there is currently a contingency fund of £200k. The contract for North Street refurbishment still needed to be sorted out.

T Hodgkinson queried the capital budget and I Billyard explained the situation. The Chair stated that the Capital Working Group is in place to monitor the Phase 2 project.

The Corporation noted the update on Hunslet Phase 2.

10. PERFORMANCE MANAGEMENT REPORTS (AS AT 6 MARCH 2018)

D Whitehead presented the Performance Management Reports for 2017/18 (as at 6 March 2018) and gave a brief overview.

Education & Training: Retention for 16-18 is 94.7% (-0.4% at the same period last year) and 19+ is 97.2% (+0.5% at the same period last year). Details of withdrawals were noted.

T Hodgkinson queried what a five-year trend on retention would look like. D Whitehead stated that there have been some issues with retention but over the last three years this has improved.

Apprenticeships – Overall Achievement Rate (OAR) is currently 92.1% (-0.8% at the same period last year) and Timely Achievement Rate (TAR) is 78.5% (+3.9% at the same period last year). A key area of concern is Electrical; this is a four-year programme and any withdrawals have a knock on effect over the duration. D Whitehead stated that the new Electrical Standard would be three years. The gap between TAR and OAR needs to be narrowed.

T Hodgkinson queried what a five-year trend on Apprenticeships would look like. D Whitehead stated that Higher Apprenticeships have been at 90% for the last three years and above National Rate).

Higher Education remains high at 92.8% (although this is -1.3% at the same period last year). Retention on 14-16 Skills Academy is currently 100%.

Attendance at College level (March 2018) is 87.09% and overall Skills for Life area including Maths & English is 80.29%. Maths & English on Study Programmes only is 76.76% (English 76.21% and Maths 77.45%). Punctuality at College level is 95.41% (against a target of 97%) and Skills for Life is 92.93%.

D Whitehead drew the Board's attention to the Maths & English update report. Funding has been secured through NCOP (National Collaborative Outreach Programme) to help drive achievements in the Maths & English departments through various interventions.

STAR reading assessments were carried out with 355 full-time students who started College with a grade 3 (D) or below in GCSE English; this showed that 69.9% (248 students) have a reading age of 11 or below. Interventions to improve this have been put in place and the College needs to demonstrate individual progress. T Hodgkinson asked if there were any incentives for students to attend and achieve; D Whitehead stated that attendance awards (for individuals and groups) are given. Some HE students also received laptops to keep. Disciplinary measures for lack of attendance etc. are undertaken as a last resort.

L Norris noted that the timing of English lessons at the end of the day is an issue for some students; he felt that these would be better in the middle of the day. It was acknowledged that there are pressures on staff timetabling.

I Billyard stated that emphasising the importance of Maths & English in obtaining employment is very important. The new Technical Levels will allow an opportunity to integrate Maths & English into the programme.

10. PERFORMANCE MANAGEMENT REPORTS (AS AT 6 MARCH 2018)
(continued)

J Evans acknowledged the importance of students being able to read and asked whether the Library has reading material suitable for students with a reading age under 11. D Whitehead agreed that this is a valid point and he would speak to the Librarian regarding this.

DW
6 April 2018

P Norris noted the need for a joint approach to tackle attendance issues. D Whitehead agreed that a collaborative approach is required, working across College areas (eg vocational teams, Personal Advisors, Skills for Life etc.).

T Hodgkinson suggested that different awarding bodies for Maths & English could be looked at; D Whitehead confirmed that these are reviewed periodically.

The Corporation noted the Performance Management Reports as at 6 March 2018.

11. STUDENT SERVICES ANNUAL REPORT

D Whitehead presented the Student Services Annual Report for 2016/17 and explained that this had been delayed due to staff absence. Highlights from the report were noted in the summary.

The Corporation noted the Student Services Annual Report for 2016/17.

12. ACHIEVEMENT OF PERFORMANCE INDICATORS BY THE AUDITORS OF FINANCIAL STATEMENTS 2016/17 (GRANT THORNTON)

P Norris presented the Achievement of Performance Indicators by the Auditors of Financial Statements 2016/17, which had been discussed at the Audit Committee earlier. Overall the results are good and the College is satisfied with the work done. Item 9 reflected the issue with invoicing by Grant Thornton and the reasons had been explained to the Audit Committee; this has now been resolved.

The Corporation noted the Achievement of Performance Indicators by the auditors of Financial Statements 2016/17.

13. BUSINESS CONTINUITY TERMLY REPORT

Members noted the Business Continuity Termly Report for the period November 2017 to March 2018. There were no issues to report. P Norris noted that the emerging / new risks noted in the report would be input on the Risk Register now they have been approved.

The Corporation noted the Business Continuity Termly Report.

14. MANAGEMENT ACCOUNTS

D Nolan presented the Management Account Position Statement as at 28 February 2018.

The Adult Education Budget (AEB) continues to be a concern. The College is currently below delivery forecast at £773,000. Sub-contracting delivery is also below forecast at £210k; however it is anticipated that sub-contractors will achieve their allocations.

D Nolan noted that some Apprenticeships are not yet showing on the system (approximately £224k); this is being progressed.

T Hodgkinson suggested that there could be an opportunity for income to be brought in from letting out the Hunslet Campus during evenings / weekends. D Nolan cautioned against this; it is a competitive market and the cost of promoting and managing would be high. I Billyard noted that potentially the new End Point Assessments could be carried out at weekends.

The forecast health score for the year is currently at the top of Satisfactory.

The Corporation noted the management account position statement.

15. CORPORATION MEMBERS RE-APPOINTMENT PROCEDURE

The Clerk presented the revised Re-Appointment Procedure for Corporation Members. One minor change has been made and this was highlighted.

T Hodgkinson queried the maximum eight years term of office and noted that in most other organisations this is six years maximum. The Clerk acknowledged this and stated that if necessary this could be discussed at the Search & Governance Committee. I Billyard stated that the key point is the contribution a Governor makes to the Board.

The Corporation approved the revised Corporation Members Re-Appointment Procedure.

16. REVISED POLICY ON PUBLIC ACCESS TO MINUTES

The Clerk presented the revised Policy on Public Access to Minutes. The only change is that the review cycle has been amended to three years (instead of two).

The Corporation approved the revised Policy on Public Access to Minutes.

17. ELECTION OF VICE CHAIR (ELECT)

The Clerk reported that only one nomination for Vice Chair was received from Kathryn Wilkinson. Her professional background is in governance and she is the Governance Manager at the Local Authority.

The Corporation approved the nomination of K Wilkinson as Vice Chair (Elect).

18. USE OF COLLEGE SEAL

The Corporation noted the use of the College seal on the Deed of Collateral Warranty by the Architect relating to Hunslet Campus Phase 2.

DATE OF NEXT MEETING

The next meeting is scheduled to take place on Tuesday 24 April 2018 at 4.00pm in Meeting Room 1 at North Street.

Signed for Distribution:
(Chair)

Date:

Approved:
(Chair)

Date: