

LEEDS COLLEGE OF BUILDING

CORPORATION MEETING

Minutes of the meeting held on Tuesday 30 April 2019 at 4.00 pm in Classroom 1, Hunslet Phase 2.

PRESENT:

Peter Norris (Chair)
Mike Berry
Simon Bray
Andrew Kenny
Rachel Lindley
Caroline Meehan
Dr Ivan Nip
Derek Packer
Professor Dave Russell
Derek Whitehead
Jackie Wignall
Sarah Wilson

IN ATTENDANCE:

David Pullein (Vice Principal - Finance & Resources)
Craig Williams (Clerk to the Corporation)
Sharon Ryan (Assistant Faculty Director, Student Support – Item 7)
Nancy Fearnside (PA - minutes)

**ACTION
BY AND
TARGET DATE**

1. CHAIR'S AND GOVERNORS' COMMUNICATIONS

1.1

The Chair welcomed everyone to the new South Bank 2 campus. He noted that some Governors had been involved in student discussions prior to the meeting, feedback had been very positive and D Whitehead would write up the feedback.

**DW
20 May 2019**

1.2

The Clerk noted that due process to replace M Townsend had been instigated. One nomination had been received from Jackie Wignall (HR Manager). The appointment of J Wignall as Staff Governor was approved from 30 April 2019 to 29 April 2023. J Wignall joined the meeting and introductions were made.

1.3

The Chair noted that B Tanna had sent out an update on the Portal on 1 April 2019 and N Fearnside had sent out the Governors' Communication on 8 April 2019.

1.4

R Lindley gave a brief update following the Student Liaison Committee on 9 April 2019. Key issues raised included:

- Students do not always get feedback on issues raised
- A quiz on student trips was carried out by D Metcalf which indicated that not all students were aware of enrichment activities
- Wifi access and connectivity at South Bank 2 was raised as an issue.
- Apprentices raised concern regarding understanding of some of the questions in e-portfolios (a plain English issue).

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

1.5

The Chair had been involved in on-line training through ETF regarding Governance development. Five modules were undertaken in total and three of these were tested at the end. The training was aimed at new Governors but the Chair felt it would be useful for all Governors. He would provide feedback via the Clerk once the pilot had been evaluated.

**PN/CW
15 May 2019**

1.6

The Clerk reported that J Evans had attended a Chair's Leadership Programme on 21-22 March 2019 (through ETF). A briefing would be given at the next meeting.

**JE
4 June 2019**

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Julia Evans and Mark Roper.

3. DETERMINATION OF ATTENDEES / OBSERVERS

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

4. DECLARATION OF INTEREST

Staff members declared an interest in Item 8.

5. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the meetings held on 19 March 2019 were approved as a true record.

6. MATTERS ARISING

6.1 Ref Min 7

Actioned.

6.2 Ref Min 8

Taken under Item 13.

6.3 Ref Min 9

D Whitehead confirmed that he had met with Councillor Geoff Driver and explained the change of name. He had shown him round SB1 and SB2 and Councillor G Driver was very impressed. He has asked if a plaque could be placed in SB2 remembering Joseph Aspdin and Marketing are progressing this.

6.4 Ref Min 11

Taken under Item 11.

6.5 Ref Min 11

Actioned.

6.6 Ref Min 11

Actioned.

6. MATTERS ARISING (continued)

6.7 Ref Min 16

Actioned.

7. INCLUSIVE LEARNING SUPPORT PRESENTATION

D Whitehead introduced Sharon Ryan (Assistant Faculty Director, Student Support) who would be giving a presentation on Inclusive Learning Support.

The following key points were noted:

- The aim of ILS is to provide students with consistent, high-quality learning support, which meets needs, promotes independence and is cost-effective.
- The team consists of Support Workers and Learning Mentors. Access arrangements for exams are provided for students. In the curriculum area there are three Bridge Builder groups who are all High Needs students. The team are looking to develop more mainstream integration for these students.
- 388 students are being supported by ILS in 2018/19, together with 53 High Needs students. 208 students are being supported in class by Support Workers, with 64 students supported out of class by Learning Mentors. 360 students have been supported with Exam Access arrangements. 10 students have been supported with Assistive Technology (eg reading pens), which are also used in exams.
- The majority of students supported are 16-18 (56%). A breakdown of in-class support was provided. Data for 2018/19 was noted.
- Achievement Rate for 2017/18 was 94%.
- The strengths of and challenges for ILS were noted. Support Workers do work very closely with tutors, making them more effective.
- Opportunities were noted. The College is working to the Gatsby Benchmarks. S Ryan has already met with the Local Authority and a transition plan is required. The SCIF project has supported differentiation as part of the development work.
- Parents of students with SEND are involved in planning the students' programme.
- The key vision is for a whole College approach to SEND.

M Berry congratulated the team on the 94% Achievement Rate in 2017/18, which was higher than the College average. He noted the level of support for 16-18 year olds. S Ryan stated that Support Workers assist students with dyslexia and also help with Maths. M Berry asked if there was anything more that could help; S Ryan stated that specialist software / laptops would be helpful and she would be keen to look at this area. D Whitehead stated that laptops for College use are available but not specialist software.

S Ryan stated that support with Maths is up to Skills for Life and curriculum areas, where there is a specific problem. S Bray noted that he had a Support Worker in with two students last year which had been very helpful (both students had achieved).

Professor D Russell queried the transition of students receiving ILS to HE and what mechanisms were in place. S Ryan stated that very few students receive ILS in HE, however should this be required then she was fully aware of the system and processes to activate funding. She noted that discussions on the various options available have taken place with B Duffy (Faculty Director).

7. INCLUSIVE LEARNING SUPPORT PRESENTATION (continued)

Governors, as a result of walk-throughs / student discussions, had received good positive responses from students who appreciated the individualised support from both ILS and vocational team members.

A Kenny asked if there was any consistency in numbers year on year. S Ryan stated that numbers are increasing as more support is now being recognised. High Needs students do attract High Needs funding.

The Chair thanked S Ryan for her presentation. The Clerk confirmed that this would be uploaded on to the Governors' Portal for information.

CW
13 May 2019

8. CONFIDENTIAL ITEM

See discrete and confidential minute.

9. UPDATE ON PHASE 2

D Pullein reported that North Street refurbishment is now complete and the last day in Millwright Street was today (30 April 2019).

A couple of defects at Phase 2 are being rectified prior to practical completion. The 278 works are also outstanding and being progressed with the Council.

D Packer queried the position with the LEP monies. D Pullein stated that they were quite anxious regarding practical completion. The retention money would cover the 278 works, main contractor's retention and the balance of FF&E and fees.

The liquidated damages were discussed. These had been levied up to 15 March 2019; D Pullein felt that this should be the last date that liquidated damages should be levied as the College obtained beneficial occupation on that date. The question of possibly repaying some of the liquidated damages was discussed, however, it was felt that the College should retain all the liquidated damages.

The Board noted the update on Phase 2.

10. PERFORMANCE MANAGEMENT REPORTS

D Whitehead presented the Performance Management Reports for 2018/19 (as at 4 April 2019) and gave a brief overview.

Education & Training All Levels 16-18 Retention 91.9% (-0.7% on same period last year). All Levels 19+ Retention 95.8% (-0.8% on same period last year). Details of withdrawals were included. Breakdowns were shown on the spreadsheets which have been uploaded on to the Governors' Portal.

Apprenticeships (All Levels) Best Case Overall Achievement Rate (OAR) is 82.1% (+1.2% on same period last year) and Best Case Timely Achievement Rate (TAR) is 73.1% (-5.4% on same period last year). TAR is more of an issue and the team are working hard to ensure all Apprentices complete to their expected end date. There is a 90-day period to claim frameworks to ensure these are Timely.

Higher Education Retention is currently 97.2%. 14-16 provision Retention is 97.4%.

10. PERFORMANCE MANAGEMENT REPORTS (continued)

D Whitehead reported that overall Retention remains strong across the College.

Attendance at College Level is 87.69% (+0.72% on previous year). The target for attendance would be reconsidered for next year.

Punctuality at College Level is 95.68% (-0.43% on previous year).

The Maths & English update was noted. Achievements are being banked in-year and details of GCSE and Functional Skills Maths & English achievements to date were noted. Maths & English attendance figures were noted. These need to improve to the College level (88%) and it was acknowledged that there is a long way to go. The recent logistical changes have also impacted on attendance.

Achieve Through Learning

19+ retention overall is currently 92.6% (-0.2% on the same period last year). Apprenticeships Best Case OAR is 91.4% (+6.2% on the same period last year) and Best Case TAR is 72.9% (-2.8% on the same period last year). The key issue is Timely Achievement.

D Whitehead confirmed that Predicted Achievement Rates would be presented to the next meeting.

DW
4 June 2019

D Packer noted the difficulty in retaining students and queried whether poor teaching and learning could put students off. D Whitehead stated that issues relating to Retention were mainly personal / financial etc. and not many related to teaching and learning issues. It was acknowledged that there are some very demanding students who need support.

M Berry stated that the percentage of withdrawals on 16-18 was 21% in Term 1 and 79% in Term 2. For 19+ this was 44% in Term 1 and 56% in Term 2. The only way to now improve the Achievement Rates is to increase the Pass Rates.

M Berry noted the drop in attendance due to logistical issues and queried whether this has been rectified. D Whitehead stated that now the move from Millwright Street has been completed this should settle down; the Attendance Officer is chasing students who have not returned following the Easter break. He noted, however, that some groups have been amalgamated.

A Kenny asked whether reasons for leaving are tracking. D Whitehead stated that tracking is in place and reasons evidenced as appropriate.

The Chair queried whether the issues were related to a particular level; D Whitehead stated that it was across all levels.

D Whitehead confirmed that the internal DIS data does correlate with the Qualification Achievement Rates (QAR). The spreadsheets have also been updated with the 2017/18 National Rates.

The Board noted the Performance Management Reports.

11. UPDATE ON PIAP

D Whitehead presented Item 11 – progress on Post Inspection Action Plan (PIAP).

The report is RAG rated: Green = implemented, Amber = some evidence still required. Areas for further improvement were included in the summary, together with “what are we doing?”.

A review of Teaching & Learning, through the SCIF project, is currently being undertaken, with the focus mainly on theoretical Study Programme sessions. Approximately 100 observations will be targeted and any issues raised will be addressed.

Formal feedback from the external consultant will be given to SMT / Managers on 10 May 2019. D Whitehead would present the outcomes at the next meeting.

DW
4 June 2019

The observers would be using normal Ofsted style sheets but have been asked to RAG rate the observations. Ten joint observations have taken place and the findings concurred with the internal observation team’s findings.

M Berry acknowledged that the PIAP is very comprehensive and incorporated the key points from the Inspection Report. Of the 18 action points, 10 were Green (56%), 3 mostly Green with some Amber (16%) and 5 were Amber (28%). He noted that the Amber ones still required data to substantiate the evidence.

Professor D Russell asked whether the number of work experience / placements would increase. D Whitehead confirmed that they would, numbers are based on full academic years (ie 1 August – 31 July).

The Board noted the update on the PIAP.

12. STUDENT SERVICES ANNUAL REPORT

D Whitehead presented Item 12 – Student Services Annual Report for 2017/18.

M Berry noted that At Risk retention had improved from 76% to 85%. He also noted that a new system for admissions is now in place. D Whitehead stated that previously BKSB assessments were carried out prior to interview, however, the average GCSE results are now utilised to determine the level of course a student is enrolled on to. He emphasised that some students do not achieve very well on GCSEs but do very well on the Craft courses.

Open Days take place, together with one to one interviews. Students undertake a six-week taster and if they show more promise they are moved to the next level. D Whitehead noted that curriculum teams have been more alert and proactive this year, ensuring students are on the right course and level. More in-year progression has taken place and the minimum expectation is that students are working to Level 2.

M Berry asked if the College is still recruiting; D Whitehead confirmed that recruitment is continuing although some targets have been achieved.

12. STUDENT SERVICES ANNUAL REPORT (continued)

The Chair noted that there had been a drop in telephone enquiries last year; D Whitehead felt that emails / website enquiries may have affected this.

The Board noted the Student Services Annual Report for 2017/18.

13. OFFICE FOR STUDENTS REGISTRATION

D Whitehead presented Item 13 – Office for Students (OfS) Registration.

D Whitehead confirmed that the application for registration with the OfS had been successful with some conditions that need to be monitored / actioned.

Condition F3: provision of information to the OfS. This issue related to the way funding completion was recorded by the College, ie the end qualification was recorded rather than reporting on each module. A recent OfS audit visit confirmed that improvements had been noted in 2017/18. Once the Auditor has completed her findings, the OfS will then take a view on 2016/17, which is seen to be low risk.

Three issues were raised under Annex F:

- a) Continuation rates of part-time students; after further investigation this actually related to full-time students (20 in 2017/18 and only 4 full-time students have been taken on this year).
- b) Financial Viability and Sustainability. The ESFA has been alerted that the OfS will continue to monitor the College's financial health through the local ESFA team.
- c) Public Interest Governance. More guidance would be released regarding this and D Whitehead / the Clerk would look at this further. Previously FE policies have been used to support HE provision but it may be necessary to produce separate policies for HE.

The Board noted the report on the OfS Registration.

14. MANAGEMENT ACCOUNTS

D Pullein presented the Management Accounts as at 31 March 2019.

D Pullein noted that, as predicted, cash flow had been very tight in the January – April period.

Achieve Through Learning's allocations for next year have been reduced and if sub-contracts were issued in this year as previously planned, the carry in to 2019/20 would almost eliminate any new starts. The decision has been taken not to start any more sub-contracted learners in 2018/19 and this has been reflected in the outturn.

R Lindley noted that pay as a percentage of income was currently 58% against the year-end target of 59%. It was acknowledged that 58% is the actual figure at Period 8, not the year-end figure.

14. MANAGEMENT ACCOUNTS (continued)

M Berry noted the under achievement on LCB's Adult Education Budget. D Pullein stated that there was still some sub-contracting to come in, however, any outstanding allocation would be clawed back in December.

The Apprenticeship allocation was discussed in detail and recorded under a discrete and confidential minute.

The Board noted the management accounts.

15. LCB / ACHIEVE THROUGH LEARNING LTD – INTER-COMPANY LOAN

D Pullein presented Item 15 (Inter-Company Loan) and gave a brief overview.

The Directors of Achieve Through Learning propose that the inter-company loan (£1,138,249) in the accounts of LCB and Achieve Through Learning is written off in the 2018/19 set of accounts. This would not have a significant effect on Achieve Through Learning other than reducing the already small reserves to almost Nil, but the consolidated accounts are unaffected and therefore this has no impact on the financial health of the Group.

A Kenny queried whether this would have any impact on employers; D Pullein did not believe it would.

The Board approved the write-off of the inter-company loan in the 2018/19 set of accounts.

16. EDUCATION & SKILL SFUNDING AGENCY REPORTS

D Pullein presented the following reports:

- a) 16-19 Allocation Statement for 2019/20 (LCB)
- b) Adult Education and Learner Loans allocations for 2019/20 (LCB)
- c) Adult Education allocations for 2019/20 (Achieve Through Learning Ltd)
- d) Letter on the Assessment of the College's Financial Health.

The Board noted the ESFA Reports.

17. DRAFT GOVERNANCE SCHEDULE OF MEETINGS FOR 2019/10

The Clerk presented the Schedule of Meetings for 2019/20. He noted that the 26 November 2019 Audit Committee should state 2.15pm (not 4.00pm) – a revised schedule would be issued. Student discussion sessions prior to the Board meetings have been scheduled, however the presentation topics still need to be agreed.

R Lindley queried the current Governance model and asked if this was the best model to service the Governance issues the College faces going forward. The Clerk stated that this was scheduled for discussion / review with the Chair / Principal. It was noted that the College previously had a sub-committee structure. If necessary Task & Finish Groups are implemented as appropriate.

The Board approved the 2019/20 schedule of meetings, subject to the amendment noted above.

DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday 4 June 2019 at 4.00pm (Meeting Room 1, North Street).

The Clerk noted that B Tanna (Executive Director's Secretary) is retiring at the end of May 2019 and the Board recorded their thanks for her support for the Clerk / Governors and wished her all the best on her retirement.

Signed for Distribution: Date:
(Chair)

Approved: Date:
(Chair)