

## LEEDS COLLEGE OF BUILDING

### CORPORATION MEETING

Minutes of the meeting held on Tuesday 23 March 2021 at 3.45 pm via Microsoft Teams.

#### PRESENT:

Julia Evans (JE) Chair  
Peter Norris (PN) Vice Chair  
Simon Bray (SB)  
Andrew Kenny (AK)  
Rachel Lindley (RL)  
Caroline Meehan (CM)  
Derek Packer (DPa)  
Mark Roper (MR)  
Professor Dave Russell (PDR)  
Derek Whitehead (DW)  
Jackie Wignall (JW)

#### IN ATTENDANCE:

David Pullein (DP) (Vice Principal – Finance & Resources)  
Nikki Davis (ND) (Vice Principal – Teaching, Learning & Quality)  
Michaela Beardsall (MB) (Clerk to the Corporation)

ACTION  
BY AND  
TARGET DATE

#### 1. CHAIR'S AND GOVERNORS' COMMUNICATIONS

##### Feedback received from Governors:

- 1.1 MR stated that he had chaired an employers' forum for Degree Apprenticeship and noted that it was a platform to build on. It will be very useful in building a dialogue and lines of communication with employers. He had found it exceedingly useful.
- 1.2 PN notified the Board that he had commenced the Said Business School training for Chairs and had completed the first unit. He had found it very useful.
- 1.3 **Search & Governance** – MB provided an update regarding the recruitment of new governors; Ian Frear and Debbie Forsyth-Conroy were interviewed on March 16<sup>th</sup> by members of the S&G board. They are recommended to the Board,

The Board accepted the recommendations. Ian and Debbie will attend their first meeting on 27<sup>th</sup> April.

Oliver Harding-Jeans was welcomed to the meeting; he has also joined the Board as the new Student Governor.

#### 1.4 Audit

RL reported that the earlier Committee meeting focused on IT. Mick Norton, the new IT Manager, summarised his findings on arrival. There is a clear need for continued investment on IT infrastructure. Positive progress has been made on the risk register. This will be used at the next meeting for action planning. The Audit Committee were notified by the external auditors that they are stepping out of market and not re-tendering. Concerns were highlighted about re-tendering as a number of other providers will be in a similar position with competition being high.

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

**1.5 COVID-19 update**

DW reported that skeleton staff continued in College providing for students with EHCPs and also supporting students with their End Point Assessments. Re-opening of the College sites has gone well, with the vast majority of students having face to face tuition in College. A minority of groups that have not yet attended will do so after the Easter break. COVID measures and risk assessments are in place with constant reminders and updates as necessary. SMT review the risk register on a weekly basis and refer to DfE/Public Health England guidelines and instructions.

KR has led on the testing roll-out and both sites have been used as test centres. 1,456 tests have been carried out by test centre staff. Three students have been identified as positive and 18 students isolated. Two students tested positive from the lateral flow tests.

DW offered congratulations to all the staff involved as this was a monumental effort to set up over the Christmas holidays with very little notice.

Easter is being utilised by Apprentices as an opportunity to catch up on the work missed. Apprenticeship achievements is a key risk that is being continually managed and monitored.

JE queried the student response to the COVID measures. DW stated that students are eager to get back into College. However, it was disappointing that a number of students do not want to participate in being tested or using the self-testing kits. DW outlined plans to scale back the test centres and move towards predominantly self-testing for students (staff are already using self-test kits) as per Government guidance.

- 1.6** The ESFA has announced the threshold for funding of Adult Education. It was 68% last year but is 90% this year. The AoC suggested there may be a review as colleges cannot meet this level. Lobbying is taking place at national and local levels but the 90% threshold has already been agreed with the Treasury and therefore not much hope of this being overturned, but should this change DW will let Governors know.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mark Scott.

**3. DETERMINATION OF ATTENDEES / OBSERVERS**

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

**4. DECLARATION OF INTEREST**

Senior Post holders declared an interest in item 11.

**5. MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 26 January 2021 were approved as a true and accurate record.

## 6. MATTERS ARISING

### 6.1 Ref Min 1

Completed.

### 6.2 Ref Min 6.6

Completed.

### 6.3 Ref Min 6.7

In progress.

### 6.4 Ref Min 7

Deferred to June meeting when more information will be available.

### 6.5 Ref Min 9

Completed – added to Performance & Remuneration agenda July 2021.

### 6.6 Ref Min 10

DW informed Governors of the decision regarding South Bank 1 and Pythagoras via email.

### 6.7 Ref Min 12.1

Taken under item 8 (PMR).

### 6.8 Ref Min 12.2

Taken under Item 8 (PMR).

### 6.9 Ref Min 12.3

Added to SLC agenda April 2021.

### 6.10 Ref Min 12.4

Comparison not available due to changes in SPOCs across colleges.

### 6.11 Ref Min 17

Completed.

MR queried if the College was picking up costs regarding Pythagoras. DP stated that the position is unclear presently but will be shared with Governors once received.

DP  
As appropriate

## 7. MANAGEMENT ACCOUNTS JANUARY / FEBRUARY 2021

### February Accounts

DP presented the February accounts. A further discussion ensued regarding the 90% threshold for the Adult Education Budget.

Outstanding End Point Assessments from 2019/20 are still being progressed. Achievement levels have been set at 70% instead of the usual 90% and this will be carefully monitored.

Part time teaching and non-pay underspend; it is unclear how much will be caught up.

DP highlighted the COVID related costs which have increased as a result of setting up the test centres and PPE. However, this is outweighed as a result of the College not being open, but there is a significant amount of income lost from the Adult Education Budget, short courses and catering.

**7. MANAGEMENT ACCOUNTS JANUARY / FEBRUARY 2021** (continued)

There is nothing to cause concern regarding furloughed staff. All but two staff who were shielding will be back from 31<sup>st</sup> March. The College is in a good position.

DP noted the debtors' figures on the balance sheet and stated that bad debts written off as at 28 February 2021 was £57,922. There is a legacy debt from COVID year.

With regard to the reporting against the FE Commissioner's benchmarks, the College performance is higher than the KPIs in every respect.

DP and ND are working on the T Level capital bid presently. Governors will be notified of progress and decisions in due course.

RL queried what pressures other colleges in the network were experiencing. DP explained that pressures related to cash flow and different the mix of provision.

The period between December and March indicates a dip which is linked with financial year. The high number of Apprenticeships has maintained cash flow.

A lengthy discussion ensued regarding the £90k differential in one month. DP explained that there was a focus on legacy debt. JE confirmed that this was a function of invoicing.

**The Board noted the Management Accounts for February 2021.**

**8. PERFORMANCE MANAGEMENT REPORTS**

ND presented Item 8 (PMR).

Following the relaxing of COVID restrictions, students are returning to learning on-site. The College has taken a staggered approach with different models being utilised in different curriculum areas. HECDM is currently online.

The national consultation relating to summer exams has concluded. Teacher Assessed Grades will be used for GCSE's. Classes will continue with a degree of flexibility. Apprentices can now achieve their End Point Assessments without completing Functional Skills. It was noted, however, that it was disappointing that more flexibilities were not afforded to vocational students / Apprentices.

OfS have updated their dashboard. It is pleasing to note that 21% of students have a declared disability. Initial analysis suggests that students are more comfortable in declaring a disability and/or the College is attracting more students with disabilities. This will be followed up by the College's EDI group.

A thorough discussion regarding the student attendance / welfare / behaviour information presented ensued. ND explained that it would be difficult to draw conclusions until the year end but curriculum teams are aware of the data and are following up.

**8. PERFORMANCE MANAGEMENT REPORTS** (continued)

PN queried the implementation of extra classes during the Easter break and queried the union response. DW explained that the joint unions have been very supportive throughout COVID. Staff working above their normal hours will be paid as appropriate. JE noted the good trade union relationship that is evident.

JE asked for clarification of the role of the Police Officer. ND explained that he was a huge asset, wider intelligence can be provided and also additional safeguarding support is provided. As restrictions are lifted he will be more visible around the campus and will build relationship with students.

**The Board noted the Performance Management Report.**

**9. HE ANNUAL PROGRAMME MONITORING REVIEW AND QA RETURN**

ND presented Item 9 (HE APMR & QA return).

The document summarised the good practice in the curriculum area which is supported by External QA. ND wished to note her thanks to Brian Duffy for collation of the data / report.

JE requested that ND picked out the key highlights for the benefit of the Governors.

ND highlighted the level of consistency across the College with regard to performance and student feedback. This demonstrates rigorous internal processes including online learning.

SB brought to the attention of the Board the relationship with Pearsons which reflects the mutual respect developed.

MR praised the Executive who are fleet of foot and react / respond to the way of working that has been implemented.

**The Board noted the HE Annual Programme Monitoring Review and QA return.**

**10. T LEVELS CAPITAL PROPOSAL**

ND presented Item 10 (T Levels Capital Proposal).

From 2022 the College will deliver the T Level qualifications. The College is eligible to apply for capital funding – the process is detailed and time consuming.

A bid will be made to improve lab technology at North Street, improve classrooms on the C&E floors, improving Student Services / Reception area, and to increase T Levels profile within the centre of the College.

Match funding is applicable at 50% rate but this would deplete the College's entire capital and will need Governor approval.

**10. T LEVELS CAPITAL PROPOSAL** (continued)

MR questioned if any funding was available through Leeds City Region. DW confirmed that no funding of this nature was available.

ND is researching opportunity to bid for capital equipment via OfS.

AK queried displacement / loss of rooms. ND confirmed that no rooms would be taken out, they would just be out of use while the refurbishment takes place.

PDR noted that it was a good opportunity for the College and fully supported the bid. Governors were happy to approve. DW reported that the bid would require a letter of approval and JE's signature on behalf of the Board.

JE  
26 April 2021

**The Board approved the T Levels Capital Proposal.**

**11. SENIOR POST HOLDERS TARGETS – MID-YEAR REVIEW**

DW presented Item 11 (SPHs Targets – Mid-year Review).

DP / ND left the meeting for the duration of the discussion.

MB is exempt as she is a new member of staff and will complete the probationary review.

Each target has been given a RAG rating. The P&R Committee receive the full data.

An in-depth discussion was held regarding the SPH's targets. It was noted that all targets are progressing very well and therefore predominantly RAG rated Green; the majority should be met except for those related to Apprenticeships and the Adult Education Budget which are still under review and form part of the risk register.

MR queried if it was appropriate to write to all SPH to thank them for their efforts. PDR noted a strong performance by all and supported the idea of correspondence. JE would write to all SPH thanking them on behalf of the Board.

JE  
26 April 2021

JE noted the commitment and purposefulness of staff at LCB in difficult circumstances, led by the Senior Team.

**The Board noted the Senior Post Holders targets – Mid-year Review.**

**12. UPDATE ON FINANCIAL STATEMENT AUDITORS**

In the earlier Audit Committee meeting Grant Thornton announced that due to the extra audit responsibilities in 2021, they will not be tendering for the contract with LCB.

Governors were made aware of the potential increase of 50-60% in fees and concerns regarding recruitment of new external auditors.

**The Board noted the update on Financial Statement Auditors.**

**13. GOVERNANCE**

**Election of Vice Chair**

Two candidates have been nominated: Mark Scott and Mark Roper. The Clerk will circulate a link to a closed online vote for Board members to vote.

**MB  
23 March 2021**

Mark Roper was subsequently nominated.

Closing remarks were received from the Chair.

**DATE OF NEXT MEETING**

The next meeting is scheduled for Tuesday 27 April 2021 at 3.45pm.