

## LEEDS COLLEGE OF BUILDING

### CORPORATION MEETING

Minutes of the meeting held on Tuesday 26 September 2023 at 2.00pm, Thorpe Park Hotel, Leeds.

#### PRESENT:

Mark Roper (MR) – Chair  
Nikki Davis (ND)  
James Dunford (JD)  
Rachel Lindley (RL)  
Caroline Meehan (CM)  
Katherine Naisbiitt (KN)  
Mick Norton (MN)  
Dave Russell (DR)  
Matthew Shields (MSh)  
Sarah Wilson (SW)

**ATTENDANCE:** 10 / 15 = 66% (KPI 80%)

#### IN ATTENDANCE:

David Pullein (DP) - Vice Principal – Finance & Resources)  
Steve Connell (SC) - Assistant Principal – Study Programmes)  
Rob Holmes (RH) - Assistant Principal – Quality & Student Experience)  
Chris Tunningley (CT) - Assistant Principal – Adults & Higher Education)  
Jane Taylor-Holmes (JTH) - Director of Governance)  
Nancy Fearnside (NF) - PA to Strategic Leadership Team) (Minutes)

**ACTION  
BY AND  
TARGET DATE**

#### 1A) APPOINTMENT OF NEW GOVERNORS AND NEW STUDENT GOVERNOR

MR welcomed everyone to the first meeting of this academic year. He asked JTH to update the Board on the recent Governor interviews.

JTH reported that informal interviews had taken place on 20 September. The panel consisted of ND, KN, JTH and C Harrigan (Associate Governor member of the People & Governance Committee). All applicants had relevant skills and experience. The following recommendations were made:

- Julie Tolley be appointed as a full Governor and to join the Quality, Curriculum & Performance Committee for an initial term of four years. Julie was previously VP of an FE college, had worked as a management consultant and was involved with Board reviews.
- Sandra Burnhill be appointed as a full Governor and to join the Quality, Curriculum & Performance Committee for an initial term of four years. Sandra had recently retired as Principal of an FE college.
- Sarah Gibson be appointed as an Associate Governor to join the Quality, Curriculum and Performance Committee for an initial term to end on 31 July 2024. Sarah had been a HE governor and had a background in journalism / marketing.
- Frank McLoughlin be appointed as an Associate Governor to join the People & Governance Committee for an initial term to end on 31 July 2024. Frank was previously a College Principal, had been involved in the design and delivery of Leadership development programmes and also involved in policy development at regional and national level.

**The Board approved the appointment of Julie Tolley, Sandra Burnhill, Sarah Gibson and Frank McLoughlin, as detailed above, with appointments to commence 26 September 2023.**

**1A) APPOINTMENT OF NEW GOVERNORS AND NEW STUDENT GOVERNOR**  
(continued)

JTH reported that it was also recommended that Molly Fulton be appointed as a Student Governor, with a term to end on 31 July 2024. It was noted that Molly was in her second year of the CBE course.

**The Board approved the appointment of Molly Fulton as Student Governor for the period 26 September 2023 to 31 July 2024.**

**1B) CHAIR'S UPDATE**

MR stated that the Governors' page on the website would need to be updated. JTH would progress this.

JTH  
October 2023

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Elaine Armitage, Wasim Feroze, Debbie Forsythe-Conroy, Rachel Lindley, Peter Norris and William Wallace.

Apologies were also received from Liam Mogan.

**3. DETERMINATION OF OBSERVERS / ATTENDEES**

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

**4. DECLARATION OF INTERESTS**

There were no declarations of interest.

**5. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 11 July 2023 were approved as a true and accurate record.

**6. MATTERS ARISING**

**6.1 Ref Min 5** (summary of action points 22 November 2022)  
Actioned.

**6.2 Ref Min 9** (summary of action points 28 March 2023)  
Ongoing. Future reports regarding the Carbon Management Plan would be provided to the Board as appropriate.

**6.3 Ref Min 9** (summary of action points 28 March 2023)  
As above.

**6.4 Ref Min 16E)** (summary of action points 28 March 2023)  
RH confirmed that future meetings with CM would either be recorded or minuted.

**6.5 Ref Min 8** (summary of action points 23 May 2023)  
Ongoing. Future reports regarding the Estates Strategy would be provided to the Board as appropriate.

6. **MATTERS ARISING** (continued)

**6.6 Ref Min 1A)**

Actioned.

**6.7 Ref Min 6.7**

Actioned.

**6.8 Ref Min 8**

DP stated that a quality impact assessment against the financial plan was still under consideration.

**6.9 Ref Min 9**

Actioned.

**6.10 Ref Min 10B)**

Actioned.

**6.11 Ref Min 12**

ND explained that more would be added to the final version of the People Strategy regarding cultures and behaviours.

**6.12 Ref Min 16**

Carried forward.

**6.13 Ref Min 18**

RH stated that the EDI Action Plan would be reviewed at the first EDI Committee meeting of the academic year.

7. **a) SAFEGUARDING ANNUAL REPORT 2022-23 / DEVELOPMENT PLAN 2023-24**  
**b) SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY 2023-24**

RH presented the Safeguarding Annual Report 2022-23 / Development Plan 2023-24 and Safeguarding Children & Vulnerable Adults Policy 2023-24. The Executive Summary detailed the key points in the Report and the changes to the Policy.

RH pointed out that there were 113 disclosures of criminal convictions / investigations at application in 2022-23. Due to the interventions / adjustments made by the College, only two applications were refused. RH confirmed that he had met with and shared the report with JD in advance of the meeting in his role as Safeguarding Link Governor.

It was noted that there had been significant discussion in relation to safeguarding matters as part of the safeguarding update provided to the Strategic Planning training day.

**The Board noted the Safeguarding Annual Report 2022-23 / Development Plan 2023-24 and approved the Safeguarding Children & Vulnerable Adults Policy 2023-24.**

The Safeguarding Link Governor role was discussed. It was agreed that JD would continue in the role and CM would take on another link Governor role. MR thanked JD for stepping in regarding Safeguarding.

8. a) **HEALTH, SAFETY & ENVIRONMENT ANNUAL REPORT 2022-23**  
b) **HEALTH & SAFETY POLICY**

DP presented the Health, Safety & Environment Annual Report 2022-23 and the Health & Safety Policy.

DP explained that the Report showed an increase in the number of accidents, which could be due to the move to online reporting; it was agreed that this would be further reviewed during the year. DP commented that the College had been re-accredited with ISO 14001.

Environmental Sustainability Actions Plans have been created for each department and these plans would be reviewed regularly by CLT.

**The Board noted the Health, Safety & Environment Annual Report 2022-23 and approved the Health & Safety Policy.**

9. **BEHAVIOUR AND RELATIONSHIP MANAGEMENT POLICY**

RH presented the Behaviour and Relationship Management Policy. It was noted that this had been discussed in detail as part of the Strategic Planning training session. The Executive Summary outlined the key changes.

MR noted that this would be a change for the College and asked how this would be reported back to the Board. RH explained that this would be monitored by the Quality, Curriculum & Performance Committee.

**The Board approved the Behaviour and Relationship Management Policy.**

10. **KEY PERFORMANCE INDICATORS (KPIs)**

ND presented Item 10 (Key Performance Indicators). She emphasised the need to ensure that the Board is given the right information at the right time.

Appendix 1 outlined the proposed KPIs. Top level KPIs would be reported to the Board in December, March and July. More detailed reports would be presented to the Quality, Curriculum & Performance Committee. ND explained that it was planned that English & Maths would be reported once per year. Any other additional information could be provided if required.

MR queried the financial targets and DP confirmed these were from the Financial Plan previously approved by the Board. These would be monitored by the Finance & Resources Committee through the Management Accounts.

**The Board approved the Key Performance Indicators.**

11. **STAFF DISCIPLINARY POLICY**

ND presented Item 11 (Staff Disciplinary Policy) and gave a brief overview. The proposed removal of Governors in the process was in line with sector best practice and would ensure that the process could operate in a timely manner to support all its employees. It was recommended that final stage hearings should be heard by the Principal, supported by Human Resources. In the event that the Principal had been involved in an earlier stage of the process, Governor involvement would still be required.

**11. STAFF DISCIPLINARY POLICY** (continued)

ND explained that the proposed amendments had been discussed with UCU and had been received positively. Formal approval by the October Joint Union meeting was required and until then the current policy would stay active.

Governors supported the recommended changes.

**The Board approved the changes to the Staff Disciplinary Policy, subject to approval by the Joint Unions.**

**The Board approved the removal of Governors from the final stages of the following policies, without the need for full approval of the procedures:**

**Capability procedure**

**Grievance procedure**

**Managing sickness absence**

**12. UPDATE ON DRAFT YEAR END (UNAUDITED) ACCOUNTS 2022-23**

DP explained that the financial statements audit would start on Monday 2 October; this incorporated the financial statements, funding audit and regularity audit. The funding audit had already commenced and was very onerous; some issues had been identified which would need resolving.

DP commented that the first draft was looking positive and in line with June's Management Accounts forecast, although he stated there may be some changes to income depending on achievement rates or any issues identified by the audit.

**The Board noted the update on the draft Year End (Unaudited) Accounts 2022-23.**

**13. REGULARITY SELF-ASSESSMENT QUESTIONNAIRE 2022-23**

DP presented Item 13 (Regularity Self-Assessment Questionnaire 2022-23). It was noted that the questionnaire was carried out each year and contained a standard set of questions, which now included reference to the HM Treasury Managing Public Money guidance. The Regularity questionnaire must be approved by the Board for signature by the Chair and Principal (as Accounting Officer).

**The Board approved the Regularity Self-Assessment Questionnaire 2022-23 for signature by the Chair and Principal.**

**14. STATEMENT ON THE COLLEGE'S REGULARITY, PROPRIETY AND COMPLIANCE**

DP presented Item 14 (Statement on the College's Regularity, Propriety and Compliance). Following the ONS reclassification of colleges, it was a requirement for the statement to be included in the Year End Accounts. The statement must be approved by the Board for signing by the Chair and Principal once the Year End Accounts were approved.

**The Board approved the Statement on the College's Regularity, Propriety and Compliance for signature by the Chair and Principal.**

**15. PERFORMANCE & REMUNERATION COMMITTEE ANNUAL REPORT 2022-23**

JTH presented the Annual Report from the Performance & Remuneration Committee. This was approved by the Performance & Remuneration Committee in July 2023 and had been updated to include final Committee attendance details and salary information at year end.

**The Board noted the Performance & Remuneration Committee Annual Report for 2022-23.**

**16. SEARCH & GOVERNANCE COMMITTEE ANNUAL REPORT 2022-23**

JTH presented the Annual Report from the Search & Governance Committee. This Report has been approved by the Search & Governance Committee and had been updated to include final Governor attendance information.

**The Board noted the Search & Governance Committee Annual Report for 2022-23.**

**17. REVIEW OF 2022-23 CONFIDENTIAL ITEMS**

JTH presented a paper regarding confidential items from the Board and Committee meetings in 2022-23. Appendix 1 outlined the recommendations.

**The Board approved the publication of the decisions in Item 9 (31 January 2023) and Item 13 (28 March 2023); however, the discussion would remain confidential. The Board resolved that the Performance & Remuneration Committee minutes and papers of 13 December 2022 and 11 July 2023 would remain confidential.**

**18. CHANGE OF NAME OF COMMITTEE (QUALITY, CURRICULUM & PERFORMANCE COMMITTEE)**

JTH requested approval to change the name of the Curriculum, Performance & Standards Committee to Quality, Curriculum & Performance Committee.

**The Board approved the change of name to Quality, Curriculum & Performance Committee.**

**19. COMMITTEE TERMS OF REFERENCE (QUALITY, CURRICULUM & PERFORMANCE COMMITTEE)**

JTH presented Item 19. She explained that the only change was the name of the Committee to Quality, Curriculum & Performance Committee.

**The Board approved the Quality, Curriculum & Performance Committee Terms of Reference.**

**20. IMPACT OF DECISIONS MADE ON STUDENTS, STAFF AND STAKEHOLDERS**

A significant number of the items discussed directly impacted on students, staff and stakeholders including the Safeguarding, Health and Safety, Behaviour and Relationship Management Policy and associated discussions and the staff policy amendments.

**20. IMPACT OF DECISIONS MADE ON STUDENTS, STAFF AND STAKEHOLDERS** (continued)

In addition, the continued solvency and sustainability of the College was essential and included the discussions in items 12-14.

**DATE OF NEXT MEETING**

The next meeting is scheduled for Tuesday 19 December 2023 at 4.00pm, Meeting Room 1, North Street.

*The meeting finished at 3.00pm.*