

## LEEDS COLLEGE OF BUILDING

### CORPORATION MEETING

Minutes of the meeting held on Friday 27 September 2024 at 3.00pm, Thorpe Park Hotel & Spa, 1150 Century Way, Thorpe Park, Leeds, LS15 8ZB.

#### PRESENT:

Mark Roper (MR)	Chair of the Corporation / External Governor
Sandra Burnhill (SB)	External Governor
Steve Carmody (SCa)	External Governor
Nikki Davis (ND)	Principal & Chief Executive
James Dunford (JD)	External Governor
Wasim Feroze (WF)	External Governor
Debbie Forsythe-Conroy (DFC)	External Governor
Rachel Lindley (RL)	External Governor
Caroline Meehan (CM)	External Governor
Peter Norris (PN)	External Governor
David Russell (DR)	External Governor
Julie Tolley (JT)	External Governor
William Wallace (WW)	Staff Governor
Sarah Wilson (SW)	External Governor

**ATTENDANCE:** 14 / 16 = 88% (KPI 80%)

#### IN ATTENDANCE:

Rob Holmes (RH)	Vice Principal – Curriculum, Quality & Innovation
David Pullein (DP)	Vice Principal – Finance & Resources
Steve Connell (SCo)	Assistant Principal – Study Programmes, English / Maths, High Needs & Construction Crafts
Chris Tunningley (CT)	Assistant Principal – Adults & Apprenticeships
Laurence Kendall (LK)	Associate Governor
Jane Taylor-Holmes (JTH)	Director of Governance
Nancy Fearnside (NF)	PA to Strategic Leadership Team (Minutes)

**Agenda:** *There were no changes to the agenda.*

Min. Ref.	Minutes	Actions
1.	<b>24-101 – Apologies for Absence</b> Apologies for absence were received from Michael Norton (Staff Governor) and Matthew Shields (External Governor).	
2.	<b>24-102 – Determination of Observers / Attendees</b> The Board agreed attendees / observers at the meeting as per the attendance list.	
3.	<b>24-103 – confirmation of Eligibility, Quorum and Declarations of Interest</b> No notice had been received of any member becoming ineligible.	
4.	The meeting was quorate.	
5.	There were no declarations of interest.	

Min. Ref.	Minutes	Actions
6.	<p><b>24-104 – Minutes of the previous meeting</b></p> <p>The minutes of the previous meeting held on 16 July 2024 were approved as a true and accurate record.</p>	
7. 8. 9. 10.	<p><b>24-105 – Matters Arising</b></p> <p>Governors noted the updates recorded against the matters arising.</p> <p>Item 10c) was taken under Item 24-113.</p> <p>Item 13g) – JTH stated that she had discussed deep dives across the various Committees with DP / RH and a schedule would be put in place. This would be shared with the Committees at the first meetings of the academic year.</p> <p>AoB – A new front cover / Executive Summary had been developed. If Governors had any comments, they should pass to these to JTH. The appendices to papers had been added separately to the Governors’ Hub.</p>	<p><b>Governors to pass to JTH December 2024</b></p>
11. 12. 13. 14. 15.	<p><b>24-106 - Chair’s Report &amp; Activity Report from Governors</b></p> <p>MR thanked everyone for their attendance. He stated that this would be his last year as Chair / Governor. JTH explained that a new Chair would be sought and recruitment progressed through the Search &amp; Governance Committee.</p> <p>JTH stated that the majority of Governors’ 1:1 reviews had been completed and good feedback received. MR thanked everyone for their time in attending the meetings and contributing to the process.</p> <p>MR invited Governors to feedback from their Link Governor meetings and / or any training undertaken.</p> <p>JT gave an update on her recent Link Governor meeting with Kathryn Wells (KW) – Head of Human Resources. They had discussed various issues, including the development of the People Strategy, collection of retrospective EDI data from staff, safeguarding, updating of the staff inductions, the work being carried out on the payroll system, the restructuring that had taken place in HR, recruitment / vacancies and the increase in applications due to the way vacancies were advertised. JT explained that they had also discussed Progress &amp; Welfare meetings being linked to well-being. KW had explained that DBS checks were taking a long time, and new staff were issued with yellow lanyards until the DBS checks were received. Safeguards were in place to ensure that stated were not unaccompanied with students until the DBS check had been received.</p> <p>WF queried the collection of EDI data; ND explained that previously this had not been collected. Governors discussed the challenges of the lack of a full set of EDI data for staff.</p>	
	<p><b>24-107 – Safeguarding &amp; Prevent Annual Report 2023-24 / Development Plan 2024-25</b></p> <p><b>a) Safeguarding Annual Report 2023-24</b></p> <p><b>b) Safeguarding Development Plan 2024-25</b></p> <p><b>c) Prevent Development Plan 2024-25</b></p> <p><b>d) Prevent Risk Assessment 2024-25 (September 2024)</b></p>	

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16.	RH explained that all four items had been discussed as part of the Safeguarding update agenda item on the Governor development session by the Student Safeguarding Manager. The items had been provided to Governors for review.	
17.	<b>Resolved:</b> The Board noted the reports under Item 24-107.	
	<b>24-108 – Safeguarding Policy 2024-25</b>	
18.	RH explained that this had been raised as part of the Safeguarding update agenda item on the Governor development session by the Student Safeguarding Manager. The key changes and updates following the Keeping Children Safe in Education had been referenced. JT reiterated her point regarding the language used (i.e. child / student) to ensure consistency and the applicability of the guidance in this area. RH agreed to ensure that this was followed up and an update provided to Governors.	RH December 2024
19.	<b>Resolved:</b> The Board approved the Safeguarding Policy for 2024-25.	
	<b>24-109 – Health, Safety &amp; Environment Annual Report 2023-24</b>	
20.	DP presented the Health, Safety & Environment Annual Report 2023-24. He explained that further detail was required in the Report and it was agreed this would be brought back to the Finance & Resources Committee when amended. SCa suggested this could also be shared with Governors online, this was agreed.	DP November 2024
	<b>24-110 – Health &amp; Safety Policy</b>	
21.	DP presented the Health & Safety Policy and explained that no changes were currently required.	
22.	<b>Resolved:</b> The Board approved the Health & Safety Policy.	
	<b>24-111 – Audit &amp; Risk</b>	
23.	a) JTH explained that the minutes from the Audit & Risk meeting held on 2 July 2024 had been uploaded to the Governors Hub under the Full Governing Board folder / 27 September 2024 for all Governors information.	
	<b>24-112 – Finance &amp; Resources</b>	
24.	a) JTH explained that the minutes from the Finance & Resources meeting held on 2 July 2024 had been uploaded to the Governors Hub under the Full Governing Board folder / 27 September 2024 for all Governors information.	
25.	b) DP explained that the Regularity Self-Assessment Questionnaire was an audit requirement and was carried out every year. The questionnaire was designed to provide assurance that the College funds had been spent appropriately. This was reviewed by Governors.	
26.	<b>Resolved:</b> The Board approved the Regularity Self-Assessment Questionnaire for signing by the Chair and the Principal.	

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27.	c) DP explained that the Year End Accounts needed to include a statement regarding the College's Regularity, Propriety & Compliance. The statement was detailed in the paper. This was reviewed by Governors.	
28.	<b>Resolved:</b> The Board approved the Regularity, Propriety & Compliance statement for Inclusion in the Year End Accounts.	
<b>24-113 – Amendment to Regulatory Documents</b>		
29.	JTH presented a paper asking the Board to approve an amendment to the Instrument & Articles of Government and Standing Orders to allow for a second Vice Chair to be appointed by the Corporation. The proposed changes were tracked within the report.	
30.	<b>Resolved:</b> The Board approved the amendment to the Instrument & Articles of Government and Standing Orders.	
<b>24-114 – Impact of decisions made on students, staff and stakeholders</b>		
31.	The significant discussions held in relation to safeguarding and health and safety were linked to all stakeholders and especially impacted on students and staff. The regularity self-assessment questionnaire and the statement regarding the College's Regularity, Propriety & Compliance provided valuable assurance to College stakeholders.	
<b>24-115 – Any Other Business</b>		
32.	It was noted that there were no student Governors present at the meeting. ND explained that work was ongoing to receive applications from students for the role; it was the aim for student Governor appointments to be made at the December Board meeting. There was a significant discussion around the importance of student participation in the Governing body meetings and getting student voice into meetings.	
33.	The challenges of engaging with student representatives was discussed and it was suggested that the Student Union might be an area of focus for Student Governor recruitment. It was agreed that this should remain an area of focus and more creative ways of gaining student insight would be considered (one area suggested was by encouraging students to have an agenda item on the Board meetings, with a topic decided by them). It was agreed that this would be considered further by the Search and Governance Committee.	<b>Search &amp; Governance Committee October 2024</b>
<b>24-116 – Date of next meeting</b>		
34.	Tuesday 17 December 2024 at 4.00pm, Meeting Room 1, North Street.	