LEEDS COLLEGE OF BUILDING

CORPORATION MEETING

Minutes of the meeting held on Friday 25 September 2026 at 12.50pm, Print Works.

PRESENT:

Steve Carmody (SCa)	Chair of the Corporation / External Governor
Phil Burgess (PB)	External Governor
Sandra Burnhill (SB)	External Governor
Nikki Davis (ND)	Principal & Chief Executive
James Dunford (JD)	External Governor
Lynne Grayson (LG)	External Governor
John Hanson (JH)	External Governor
Sammy Lambert (SL)	External Governor
James Mottram (JM)	External Governor
Julie Tolley (JT)	External Governor

ATTENDANCE: 10 / 14 = 71% (KPI 80%) Cumulative attendance: 80 / 104 = 77%

IN ATTENDANCE:

Chris Duncan (CD)	Vice Principal, Finance & Resources
Rob Holmes (RH)	Vice Principal, Quality, Curriculum & Innovation
Daniel Grimes (DG)	Assistant Principal, Quality & Student Experience
Carly Sidebottom (CS)	Assistant Principal, Adults & Partnership & Skills
Chris Tunningley (CT)	Assistant Principal, Apprenticeships & Higher Education
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
	26-137 – Apologies for Absence	
347.	Apologies for absence were received from: Nikki Carthy (NC) – Staff Governor, Dwayne Hutchinson (DH) – External Governor, Matthew Shields (MS) - External Governor and Sarah Wilson (SW) - External Governor. Apologies were also received from Steve Connell (SCo) – Assistant Principal, Study Programmes.	
	26-138 – Determination of Observers / Attendees	
348.	The Board agreed attendees / observers at the meeting as per the attendance list.	
	26-139 – Confirmation of Eligibility, Quorum and Declarations of Interest	
349.	No notice had been received of any member becoming ineligible.	
350.	The meeting was quorate.	
351.	There were no declarations of interest.	

Min. Ref.	Minutes	Actions
	26-140 – Policies for Approval	
352.	JTH explained that the three policies circulated earlier in the week for review had been brought forward outside the normal Board cycle because the College wished to publish the approved versions on its website as soon as possible.	
353.	The three policies presented for approval were: • Safeguarding Policy – updated to reflect the changes identified within the latest Keeping Children Safe in Education statutory guidance. • Admissions Policy – this contained only minor amendments, primarily relating to changes in roles and responsibilities. • Health & Safety Policy – updated to reflect matters arising from the College's recent ISO audit work.	
354.	Members were asked whether they had any questions or comments regarding the policies. No questions were raised.	
355.	**Resolved:** The Board approved the Safeguarding Policy, Admissions Policy and Health & Safety Policy.	
	26-141 – Impact of decisions made on students, staff, and stakeholders	
356.	The Board's approval of the updated Safeguarding, Admissions and Health & Safety Policies strengthened compliance and operational practice across the College, ensuring alignment with the latest Keeping Children Safe in Education guidance, improving clarity of roles within admissions, and enhancing the safety and wellbeing of students and staff through updates informed by recent ISO audit work.	
	26-143 – Date of next meeting	
357.	Tuesday 20 October 2026 at 4.00pm, Meeting Room 1, North Street.	