

LEEDS CITY COLLEGE GROUP

MINUTES OF THE MEETING OF THE LEEDS CITY COLLEGE BOARD HELD ON MONDAY 16 OCTOBER 2017

Present

Colin Booth	Chief Executive & Principal
Mark Garratt	Co-optee
Ken Morton	Governor
Tina Turnbull (Chair)	Governor
Louise Walker	Co-optee

The quorum for the meeting was three members (including at least one governor)

In Attendance

Lydia Devenny	Deputy CEO Services
Melanie Halstead	Clerk to the Board
Bill Jones	Deputy CEO Curriculum & Quality
Gemma Simmons	Vice Principal Curriculum

The meeting was held at the Printworks Campus and started at 5.30pm

MEETING ADMINISTRATION

1. Apologies for Absence

Apologies for absence were received from Jonathan Booth (co-optee). Hayvi Rahem (SU President) was also absent from the meeting.

2. Determination of Observers/Attendees at the Meeting

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

3. Declaration of Interests in any Agenda Items

Board members were reminded of the requirement to declare their interest in any agenda items; there were none.

4. Minutes of the Meeting of the Board held on Monday 25 September 2017

RESOLVED:

That the minutes of the meeting of the Board held on Monday 25 September 2017 be approved as an accurate record and be signed by the Chair.

5. Matters Arising

Members considered the actions and matters arising from the previous meeting; all identified items were on schedule to be completed in accordance with agreed timescales.

6. Communications

The Clerk advised that new governors and co-optees would have access to the governor intranet by the end of October. The governance section of the website would also be

updated by the end of term to reflect the new group governance structure, including profiles and photographs of new governors and co-optees.

It was noted that the Chief Executive & Principal was also in discussion with the Chair of the Group Board regarding stakeholder communications.

Positive feedback was provided from governors/co-optees who had attended the college's HE Graduation Ceremony the previous weekend.

The Clerk reported that voting for the staff governor position (to serve on the Group Board) would close on 20 October, following which nominations would be invited from staff for membership of this board with a closing date of 3 November.

A discussion took place around board diversity and the Chair advised that one more co-optee could be appointed to this board. With this in mind, members were asked to provide details of any contacts within their own networks who might be suitable for appointment.

PERFORMANCE MONITORING AND SCRUTINY – QUALITY AND STANDARDS

7. Self-assessment Report for 2016/17 Provision and Quality Improvement Plan

The Deputy CEO Curriculum & Quality introduced the draft self-assessment report (SAR) encompassing the group's two FE colleges - Leeds City College and Keighley College. In doing so, he explained the background and SAR cycle. In previous years governors had benefited from taking part in validating the individual curriculum area SARs; as this had not been built into the 2016/17 SAR cycle, a discussion took place around ways in which Board members could engage with the curriculum areas throughout the year to enable triangulation of the information presented to them by the executive. It was agreed that governors and co-optees would take part in themed learning walks and that consideration be given to the introduction of 'deep dive' reports to the board covering each of the Ofsted themes.

Board members discussed the draft SAR within the context of whether they felt it was honest and accurate, ambitious and challenging, and conveyed a sense of urgency to address weaknesses, remove barriers and improve rapidly.

In 2015/16 all five of the common inspection framework grades were 'requires improvement' (grade 3). The 2016/17 SAR provided a judgement of 'outstanding' (grade 1) for the effectiveness of leadership and management and 'good' (grade 2) for the remaining areas.

Board members challenged the executive on the outstanding grade for leadership and management, particularly as the new group/governance structure had only recently been implemented and was therefore not yet embedded. The Deputy CEO Curriculum & Quality tabled an illustration of how the outstanding judgement had been arrived at, citing the evidence to support the grade in each of the following key areas:

- Culture and Expectations
- Inspirational Leadership
- Continuous Improvement
- Outstanding Resources
- Incisive Performance Management
- Highly effective teaching, learning and assessment
- Equality, diversity and inclusion
- Proactive arrangements for safeguarding, prevent and fundamental British values

In relation to governance, it was recognised that the introduction of a revised structure to meet the needs of the group was a positive change. In addition, the draft SAR looked backwards at 2016/17 whereas the new group/governance structure had been implemented at the start of 2017/18. Furthermore, there was much evidence in relation to the impact of governance in 2016/17 to support an outstanding judgement, including governor intervention in relation to English and maths provision and Apprenticeships. The Clerk advised that the group's internal auditors (RSM) had reviewed the new group governance arrangements the previous week – verbal feedback from the review had been extremely positive, providing further assurance that the revised structure was robust and fit for purpose.

The Chief Executive & Principal advised that the impact of leadership and management on the exceptional improvement trajectory evidenced through the 2016/17 data and three year trend data also supported an outstanding judgement for leadership and management.

Members commented that information, advice and guidance (IAG) did not come across strongly enough in the SAR to support the proposed judgement/grade awarded. Other areas that members felt were not made clear enough related to attendance and retention and links to safeguarding. It was also suggested that punctuality be specifically referenced in the SAR. It was also felt that some areas would benefit from the use of different terminology, for example, phrases such as “a minority of areas” could be more specific and read “two areas”. One section of the SAR described why the colleges were good providers and members suggested that this could be strengthened by the use of data. It was also suggested that the percentages quoted throughout the document should also state the start/finish figures. Members also asked that the departmental SAR grades, movement and proportionality be added as an appendix to the SAR and that this appendix be shared with this board prior to the final version of the SAR being presented to the Group Board for approval. The Deputy CEO Curriculum & Quality and Vice Principal Curriculum undertook to address each of these points when finalising the SAR document.

In terms of provision type grades, 14-16 provision had been graded as outstanding, whilst Study Programmes, Adult, Apprenticeships and High Needs had all been graded as good. In response to a query from members, the Vice Principal Curriculum clarified that the GCSE ‘other’ provision that was not yet at national average was not 14-16 learners and represented only 3% of the colleges’ learning aims. This formed part of the Quality Improvement Plan for 2017/18.

The FE colleges had undergone a full Ofsted inspection in February 2016 with subsequent Ofsted support and challenge visits in May 2016 and June 2017. Board members therefore considered the progress made against each of the areas for improvement identified at the last inspection in order to inform their overall view on the self-assessed grades for 2016/17. It was recognised that whilst significant progress had been made in all 8 areas for improvement, there was further work to do in relation to English and maths and teaching and learning.

Although some of the Board members were relatively new to the college, the information, data and knowledge they had received thus far through induction and both informal and formal meetings (including this board), had provided them with the ability to triangulate with the information presented in the SAR. From this, they recognised the overall ‘good’ rating, in particular:

- Achievement rates were good, above national rates, and had an improving three-year trend.
- There was a sense of clear ambition at all levels for students and the colleges.
- There were sustained improvements in teaching, learning and assessment for a significant majority of provision.
- Learners’ starting points were used to plan learning.

- The relentless focus, including by governors, on English and maths provision had led to significant improvements in outcomes.
- There were high expectations, including the behaviour of learners.
- There was a sense of learners being confident, self assured and enjoying their learning.
- The welfare of learners was paramount.
- The use of technology enhanced learning (TEL) was considered to be sector leading.

The SAR identified the following areas for further improvement:

- Student attendance, as this remained too low in some areas.
- Apprenticeship achievement rates, as these remained below the national average.
- Systematic recording of progress for all learner types, as this was inconsistent.
- Some inconsistency in teaching, learning and assessment in a minority of areas.

These would be priority areas for focus in 2017/18, with detailed actions articulated in the quality improvement plan (QIP). The Board went on to question the executive on the QIP, seeking assurance that it was sufficiently robust, measurable and reliable. Improvement priorities focused on Teaching, Learning & Assessment, Attendance and Progress (TAP); the detail of which had been discussed at the previous meeting. The QIP would be updated on a half termly basis and presented to this board for monitoring purposes.

RESOLVED:

That the 2016/17 Self-assessment Report and Quality Improvement Plan be recommended to the Group Board for approval, subject to the changes and additions highlighted above.

ANY OTHER BUSINESS

None.

The meeting closed at 7.10pm

Signed: (Chair)

Date: