

GOVERNING BODY

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT GEARIES HEADQUARTERS
ON THURSDAY 27 SEPTEMBER 2018 AT 6.00PM**

PRESENT: Margaret Partridge (Chair), Deanna Clarke (Vice-Chair), Kathleen Atkins, Joni Cunningham, Olive Hamilton-Andrews, David O'Donoghue, Christina Norman, Mo Rahee and Councillor Anne Sachs.

Also in attendance: Janis Lane, Clerk to Governors.

528. APOLOGIES were received and accepted from Indu Barot, Councillor Stuart Bellwood and Councillor Joyce Ryan.

529. DECLARATIONS OF INTEREST – there were none. All Governors present completed a pecuniary interest form.

530. ELECTION OF CHAIR AND VICE-CHAIR FOR THE GOVERNING BODY

Governors considered nominations for Chair and Vice Chair of the Governing Body for term of office for the year from September 2018 until the first meeting of the Governing Body in the Autumn Term 2019. Margaret Partridge was nominated as Chair by Kathleen Atkins and seconded by David O'Donoghue. Deanna Clarke was nominated as Vice-Chair by Christina Norman and seconded by Mo Rahee.

ACTION:

Margaret Partridge was appointed as Chair and Deanna Clarke appointed as Vice-Chair.

531. MINUTES of the meeting held on 5 July 2018 were confirmed and signed by the Chair.

532. AREAS FOR IMPROVEMENT IN SKILLS FOR INDEPENDENT LIVING & LEARNING

(Matter Arising: minute 515 refers)

Governors asked of progress regarding the capability procedure of the tutor in the LDD curriculum area and informed that the next stage had not yet been reached mainly due to the summer break.

533. PROPOSED CHANGES TO THE MANAGEMENT TEAM STRUCTURE

(Matter Arising: minute 517b refers)

Governors were updated that the Assistant Principal Finance & Resources had taken up the new remodelled post of Finance & Resources Manager in September 2018. Further progress of the Review, as agreed by Governors at the last meeting, would be reported to the next meeting of the full Governing Body in December 2018.

534. PREPARATION FOR WORK PROJECT REPORT (Matter Arising: minute 522a refers)

Governors asked whether there had been any improvement with referrals from JCP (Job Centre Plus) as they had been reported slow at the last meeting of the Governing Body. The Principal informed Governors that a meeting was due to be held with WorkRedbridge to consider other interventions to boost referrals. Governors questioned whether there should be a point at which the Institute considered not continuing this with JCP. The Principal responded that although concerning there were measures in place, including a present course that the Institute had adapted to meet the interest and requirements of learners and still meet criteria of JCP, and this had been negotiated with JCP to include sufficient sessions to meet learner needs. The main problem had been lack of referrals from JCP.

535. GOVERNOR ATTENDANCE 2017/18

Governors discussed attendance at Full Governing Body meetings and Sub-Committees for the academic year 2017/18. It was noted that overall attendance at Full Governing Body meetings had improved at 88% and the Chair thanked Governors for this (2016/17 was 85% and 2015/16 was 83%) although overall attendance at Committee meetings had dropped bringing the overall attendance of full Governing Body meetings and all Committees down in 2017/18 to 78% (2016/17 was 85% and 2015/16 was 84%). Individual Governor attendance was noted and there were specific reasons for absence that had been given and accepted including Local Authority representatives who had clashes with Council meeting commitments. One of the Student Governors had been absent from consecutive Governing Body meetings with good reason and Governors requested the Principal to discuss further with the Student Governor to ensure she would be able to maintain attendance at future full Governing Body meetings and Governors wanted to ensure that her valued contribution and feedback was given the opportunity to continue. Governors suggested that consideration could be given for Skype type meetings for Governors who were able to participate in the meeting but not able to attend on site. The report also noted Governors' attendance at events including Annual Awards Ceremony, Mental Health Festival, Local London Skills Strategy consultation event, Festival of Learning Awards Ceremony 2018, Community Learning Showcase, and Annual Art Exhibition. Governors requested that Remuneration Panel meetings attended should also be recorded and the Principal would include and provide a revised report. It was also noted that all meetings in 2017/18 had been quorate. Governors considered allocated membership to committees and agreed that no change was needed. Kathleen Atkins gave advance apologies for the Staffing and F&GP Committee meetings on 21 November 2018 if she was not in attendance as she would be returning from holiday on that day.

ACTION: Governors

- (i)** continue to keep Committee membership and attendance under review
- (ii)** receive a revised report to include attendance at Remuneration Panel meetings held in 2017/18
- (iii)** attendance at key events to be reported in 2018/19

536. GOVERNORS' CODE OF CONDUCT

Governors considered the Governor Code of Conduct for annual review and to ensure the Code continued to be updated and take into account changing expectations of Governor role and responsibilities. Governors had made amendments over the past two years and kept under review and at this time considered that no major changes were needed. In December 2017 Governors committed to the Governance Self-Assessment and worked with Kevin Finnegan to develop the process and identified that a group of Governors would take this forward. Governors discussed ways in which this could be completed and agreed that there was significant data and analysis for Governors to carry out the Self-Assessment and report to the Leadership & Management Review Board meeting in December 2018 at which an external critical friend would be present. Governors felt that feedback from a wide range of learners, staff and other parties would be good to include. Governors agreed that when the new Inspection Framework was available, and noted consultation was due to start in November 2018, this would be valuable for Governors to base the Self-Assessment on. It was agreed that Deanna Clarke and David O'Donoghue would undertake this and report back to the next meeting of the full Governing Body. Governors discussed effective governance relating to the AoC 10 key principal responsibilities of good governance and also that the FE Commissioner had, in his January 2018 report, noted a theme across the FE sector needed to strengthen leadership and governance and related recommendations. Governors were pleased that the Institute's Ofsted Inspection in May 2018 had resulted in an Outstanding grade for Leadership and Management including Governance that was strong and that Governors were enthusiastic, confident to support and challenge senior leaders, and sustained a strong focus on securing improvements in all aspects of provision.

ACTION: Governors agreed

- (i) no changes were required to the Governors' Code of Conduct
- (ii) Deanna Clarke and David O'Donoghue would complete a Governance Self-Assessment on behalf of the Governing Body
- (iii) this would be presented to the next Leadership and Management Review Board on 3 December 2018
- (iv) to receive a report from Deanna Clarke and David O'Donoghue at the next meeting of the full Governing Body on 13 December 2018

537. ENROLMENTS 2018/19 AND INTERIM SUCCESS RATES 2017/18

Governors considered enrolments to date for the academic year 2018/19 and were pleased with the 2,917 enrolments compared to the same period previous year (2,640). Governors noted that there were less learners with increased enrolments but this put a lot of pressure on the system and administration.

Governors noted that Fee Income was £228,500 as at 19 September 2018 that was slightly ahead compared to £224,493 same period last year. In response to Governors, the Principal explained that there was a new trial by ESFA in line with Government priorities for providers to

fully fund learners who were employed and earning less than £15,736 (individual not family income) and unable to contribute towards fees on Adult Skills course and this would have an impact on less fee income for the Institute. Furthermore, there were already 139 enrolments eligible for this trial and equated to £36,000 loss of fee income. Governors noted that additional enrolments from eligible learners would have a significant impact for the Institute as the budget for the current year had been set before the trial was announced. In response to Governors, the Principal confirmed that the entitlement was not in the Prospectus as unknown at the time but was being introduced to students by Learning Adviser and on enrolment. The trial was intended to remove barriers to progression in education and for government to assess the impact and this was the priority regardless of whether this impacted on a provider's fee income. There had been an announcement from the Mayor in relation to the Skills for London Strategy that the trial should continue under the GLA with the entitlement extended to those earning less than the London Living Wage meaning more people would be eligible. In this respect low income was evidence of disadvantage. Governors asked whether the increased enrolments had any indication of the 7 deprived areas and the Principal responded that at this stage was too early to give an indication but would have a better view in the summer. Governors asked whether the Mayor had considered funding for this but there had been no indication and not anticipated and with the Digital Skills requirements coming in 2020 this would be yet another impact on fee income. Governors were informed that the Mayor wanted to use a different measure for disadvantage in the future but this was not yet known.

In relation to Community Learning overall retention (95.2%) and achievement (91.5%) for 2017/18 were consistent with previous year 2016/17 performance. The drop in numbers previous year corresponded to the transition of certain community English and Intermediate Digital Skills Learners to accredited courses to improve progression. Governors were pleased that enrolments in Community Learning were going as planned with a strong uptake in modern foreign languages at 125 enrolments (98 previous year) and, in response to learner feedback, certain pottery courses had been extended, that was well received by learners and expected to increase fee income as well as make better use of facilities. Governors discussed a few curriculum areas where enrolment had not been so robust including Patchwork, Jewellery Introduction Course and Beginners Guitar.

Governors noted that Adult Skills provision still had outstanding achievement in 2017/18 with 116 outstanding results still to be entered at the time of the report now down to 5; based on performance to March 2018 QAR provisional performance had been achieved of 93.3% for Entry Level and Level 1 and 89.6% at Level 2; the interim results for the whole year were 91% for Entry Level (National rate 85.9%) 87.8% for Level 1 (NR 85.98%) and 80.5% for Level 2 (NR 82.7%); there had been improvement in the GCSE Maths grades 9-4 achieved in 2016/17 that had been maintained at 75% in 2017/18 and 5 learners had achieved the top grade; the overall qualification achievement rate for GCSE English grades 9-4 in 2017/18 was 76.47% with one learner achieving a top grade and this remained strong performance but a drop from the previous year when the QAR was 84%. In relation to Interim 19+ QAR provisional headline performance Governors noted that QAR for Entry Level was slightly down at 91% but Retention was good at 96.3%; QAR at Level 1 was slightly concerning at 87.8%; and similarly Level 2 with QAR at 80.5% and Retention at 94.7%; Level 3 fundable learners and students loans gave good indication of QAR 94.4% and up on Retention at 97.2%.

Governors commended the continuing strong performance shown in the Maths and English results and particularly with the focus on this last year and was encouraging to see that the performance had been maintained and even more commendable with 5 learners having achieved the top grade that was an excellent achievement. Governors noted that English had slipped a bit but was still strong especially as the learners were working with a 2nd language. Innovative practice was noted in Maths including introduction of Maths Clubs and also noted that higher level learners were mentoring others. There was still the issue of blocked places with returning learners that blocked opportunities for new people particularly on beginner type programmes. Governors asked what could be done to address this and the Principal responded that this was being looked into in more depth and already new beginner programmes were being introduced in Jewellery and Pottery and considered a priority to open up new opportunities as could be seen in the Prospectus. A fuller report would be made to MOP.

ACTION: Governors

- (i) noted the increase in enrolments at the start of the academic year
- (ii) would consider 2017/18 course performance in the Performance Review Boards that had been scheduled for November/December 2018 to validate the Self-Assessment 2017/18 report
- (iii) noted a further report was being made to MOP.

538. ASSESSMENTS - INVESTORS IN PEOPLE ASSESSMENT 2018 & MATRIX QUALITY STANDARD FOR IAG SERVICES ASSESSMENT 2018

Governors noted that in September and October 2018 the Institute would be reassessed for two awards - the Matrix that was the standard for Information Advice and Guidance and Investors in People (IIP). These were being carried out as part of a 3 year cycle to ensure the Institute continued to meet the standards.

a) MATRIX QUALITY STANDARD FOR IAG SERVICES ASSESSMENT 2018

Governors noted that the assessment took place during 24-27 September 2018 and that the accreditation had been maintained for a further 3 years. The standard was based on four elements of Leadership & Management; Resources; Service Delivery; and Continuous Quality Improvement. In this assessment the Institute had chosen 4 themes for the Assessor to focus on as these were new national priorities and services that the Institute had made a significant investment in. These were the Institute's IAG service including implementation of the Gatsby Benchmarks into service practice; Digital inclusion; Employability support and progression to work; and Learning Support and these themes were incorporated into the assessment. Governors considered that the annual review kept them in touch and was good value. The Principal gave initial verbal feedback from the Assessor that was extremely positive indicating phenomenal pride in the whole community including staff and partners regarding the Outstanding Ofsted achievement. The Assessor had said this was exceptional and 'oozed quality'. Governors commended the Dissemination event for good practice and working to share with others in the sector and the passion of staff was exemplary. The commitment and

visibility of staff and dedication to help learners and achieve their goals was very positive including the value of 'Pathways' in the Prospectus which was well received and this was commended particularly as new in the Prospectus. The Assessor also gave good feedback regarding destination tracking and commended the Student Data & Analysis Administrator and the way she had tracked learners and where they could go next was exceptional. He also commended staff recognition and awards. Suggested areas for development included opportunities for staff of further IAG training qualifications at Level 4; further promote availability of careers guidance and for the Careers Advisor to visit more courses and similarly for Student Loan guidance and information although the Principal informed that more was already in place for this. A progression interview could be a way forward and tie in, for example, to the Opportunities Fair. All learners participated would be given a certificate.

b) INVESTORS IN PEOPLE ASSESSMENT 2018

Governors noted the nine indicators of high performance required to meet the minimum level of accreditation and these included leading and inspiring people; living the organisation's values and behaviour; empowering and involving people; managing performance; recognising and rewarding high performance; structuring work; building capacity; delivering continuous improvement; and creating sustainable success. Governors also noted the liP planned assessment process would be carried out on the 2nd and 4th October 2018 including an online survey undertaken with staff during 4-21 September 2018. Governors were astounded at the very high cost of this assessment (£5,650 + VAT) and particularly as only over less than 2 days and if this was good value and whether to continue with this in the future.

ACTION: Governors to receive assessment outcome reports and action plans for

- (i)** Matrix assessment at the next meeting of MOP Committee
- (ii)** liP assessment at the next meeting of Staffing Committee.

539. INFORMATION REPORTS

(a) COMMUNITY LEARNING SHOWCASE 2018 – Governors discussed the Institute's annual celebration event held for practitioners and policy makers interested in the impact of adult learning and the aim of the event was to showcase the Institute's partnership work and the multiple benefits of adult learning. Governors Margaret Partridge and Olive Hamilton-Andrews had attended the event and gave good feedback including some people were there from organisations that had not attended before; there was a good range of attendance that could be widened to disseminate the value to others; massive confidence could be seen in the Institute from other services and even more could be given from LBR as discussed at the Governors' Conference; and Chris Minter (Senior Policy Officer Skills & Employment GLA) had been one of the attendees and this was important as the impact on Adult Learners was valuable for him to be informed of.

b) GOVERNORS' CONFERENCE JULY 2018 – Andrea Gewessler (Change that Matters) was facilitator for the Conference that was based on ensuring the Institute was ready to

capitalise on the changing funding landscape once devolution was in place and new local and national priorities for skills and community learning. There were also guest speakers Head of Skills Waltham Forest and Regeneration Officer LBR. Governors felt there was greater value in the Conference in participants sharing and engagement with each other.

(c) JOURNEY TO OUTSTANDING EVENT SEPTEMBER 2018 – Following the Outstanding grade from Ofsted, and that the Institute was the first LA service to achieve this since 2015, the aim of the event was for Institute staff to share their experience and expertise with many colleagues who had expressed an interest in finding out more how the Institute operated. The Principal informed that the Poster relating to the event was ready but not yet displayed. Governors were pleased with the exceptional feedback from the Dissemination event and that over 80 people had attended from 45 different services from areas on a national scale. Governors that attended gave very positive feedback and the Chair commended the whole programme particularly the last session ‘Top Tip’ presented by the Principal that was excellent and attendees got a lot from the whole event. Governors commended staff for the massive preparation and presentations and that presentations had been given wide accessibility having been sent to all HOLEX members. Staff had clearly worked very hard and deserved the very positive feedback from the event. The Staff Governor informed that front line staff from her team had attended the event with her and their enthusiasm and articulation in workshops was excellent and they gave good feedback. Governors highly commended staff and gave sincere commendation and thanks to the Principal for her contribution and leadership. Governors were without doubt that the event was the right thing to have done and cemented the Institute’s reputation across the sector where everyone was aware of what the Institute had achieved, would be a lasting impact and help others. Governors asked if any other such events would be planned and the Principal informed that a Maths and English event was being considered that would be more of a niche event rather than repeat the event held in September. The Chair and Vice-Chair had attended and provided a workshop on Leadership, Management and Governance and the Chair said this had been a useful overview of seeing across the whole year and reinforced that this achievement had not happened overnight but a longer term journey. Governors again gave their thanks and congratulations to staff for their inspiring input.

ACTION: Governors noted the reports.

540. DATE & TIME OF NEXT MEETING

Governors noted that the next meeting of the Governing Body would be held on:
Thursday 13 December 2018 at Gearies at 6.00pm

Meeting closed 8.10pm.

Chair.....Date.....