

## GOVERNING BODY

### Minutes of the meeting of the full Governing Body held at Gearies on Thursday 4 April 2019 at 6.00pm

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

**Also in attendance:** Janis Lane, Clerk to Governors.

**566. APOLOGIES for absence** were received and accepted from Kathleen Atkins and Indu Barot.

**567. DECLARATIONS OF INTEREST** – there were none.

**568. MINUTES** of the meeting held on 13 December 2018 were confirmed and signed by the Chair.

**569. ADMISSIONS POLICY (Matter Arising: minute 558d refers)**

Governors were updated that the proposed revisions had been included as approved.

**570. UNCONFIRMED MINUTES OF MOP COMMITTEE 26 FEBRUARY 2019**

Governors received the unconfirmed minutes and made the following observations:

**Teaching, Learning & Assessment 2017/18 (minute 958 refers)** - In response to Governors, the Principal updated on progress following implementation of the new observation software and informed that the system was only able to record actions currently arising from observations. This meant that staff were having to maintain their own records of other data, such as observation dates, however there was rigour with actions points being recorded and monitored in the system. The Principal informed that this would be reviewed to ensure the system used provided best value and was effective ready for the 2019/20 academic year.

Governors asked for further information regarding a tutor under capability procedure who had improved significantly to 'Good' and whether this had been a long timescale for improvement. The Principal confirmed that this had taken time but the assessment process had been good and there was significant improvement that continued.

**Matrix Post Assessment Action Plan (minute 959 refers)** – Governors were informed that the new Progression Strategy had not yet been completed and would be reported to the next meeting of MOP.

**ACTION:** Governors noted

(i) the unconfirmed minutes of MOP Committee

(ii) that the new Progression Strategy would be considered at the next FGB meeting.

**571. UNCONFIRMED MINUTES OF STAFFING COMMITTEE 13 MARCH 2019**

Governors received the unconfirmed minutes and made the following observations:

**Other Staffing Matters (minute 416 refers)** – Governors asked of the present position concerning a member of staff on long term sickness absence. The Principal updated that contact had been made and she had resigned. Governors questioned whether records of communication had been fully maintained and informed that they had. Governors recognised the significant amount of time dedicated to the process and follow up over a long period of time but had resulted in a good outcome for the Institute and also for the member of staff.

**Cancelled Classes – Notice Pay (minute 417 refers)** – Governors asked for further update and informed that LBR Legal Services had, due to their workload, still been unable to respond with advice but LBR HR services had given further assurance to that previously reported to Governors that this should not be included in the contract of employment. There was another option to seek alternative legal advice but Governors agreed that the HR advice now given on two occasions was adequate and furthermore the Institute already had a service level agreement with Legal Services and would not expect to pay for alternative advice. Governors asked whether the arrangement had been accepted by staff but further reminded that this was guidance for the arrangement already in place and the revised statement had been issued to managers to clarify the arrangement and ensure that all staff were aware.

**ACTION:** Governors noted the unconfirmed minutes of Staffing Committee

**572. UNCONFIRMED MINUTES OF F&GP COMMITTEE 13 MARCH 2019**

Governors received the unconfirmed minutes and made the following observations:

**Budget 2018/19 Forecast & Performance (minute 944 refers)** – Governors noted the loss of lettings income and asked for further information. The Principal confirmed that the expected loss of income £5,000 was in respect of lettings relating to the Business Enterprise Partnership (BEP) who would not continue hiring the premises as they were no longer a sub-contractor for the Work & Health programme. The Institute would not be funded for accommodation under a new contract.

**Health & Safety (minute 947 refers)** – In line with other LA services, The Principal updated Governors that the request for a defibrillator on site had been followed up with the Local Authority but one had not been received due to limited availability. Governors requested this should be followed up further as the significant number of people on site daily, in the region of 2000, warranted having one on site. Governors were also updated of confirmation that checking blood pressure and blood sugar levels were not part of a First Aider's role or in their training.

**ACTION:** Governors

- (i) noted the unconfirmed minutes of F&GP Committee
- (ii) the Principal/Facilities Manager would further request the Local Authority to provide a defibrillator for use on site.

**573. QUALITY IMPROVEMENT PLANS UPDATE**

Governors had reviewed the QIP's progress reports at the meeting of MOP on 26 February 2019 (MOP: minute 957 refers) and requested a further update for the full Governing Body to review the Quality Improvement Plans in those areas where progress had been slower than expected. Governors noted that in relation to Adult Skills (SKILL QIP's 7 & 9) the SKILL staff team and learners had organised two collaborative projects to date this year that demonstrated progress had improved since the meeting of MOP. One project was Developing Enterprise Skills that included the Christmas pop up shop and students were involved in various activities. Governors noted the positive outcomes and also questioned whether all students were involved in the activities. The Principal informed that there had been a lot of feedback last year in this respect that had been taken into account in the project planning for all learners on such projects to be engaged in activities. This happened on this project, for example where some students were in role play as sales representatives the other students participated in other activities such as putting up posters around the building. Learning Support Assistants were also very closely involved and the Assistant Principals of Adult Skills and Community Learning worked closely in this area focusing on independence and for LSA's to take strategic skills into the classroom working collaboratively with tutors and LDD learners. Governors commended the good impact resulting from this along with the triangulated approach promoting independence and was motivational for the learners and good to see this would be continuing. Governors would have liked to see this detail of impact in the report.

Governors noted the 3 areas where SKILL was not yet outstanding and questioned why progress on one of those areas 'to consolidate development of staff skills in planning interactive sessions so all learners could be stretched and challenged' only indicated 25% progress and whether further progress was being made. The other 2 areas had been 50% progress. The Principal responded managers would have interpreted as development had started but this was not yet sufficient. The RAG rating had not been updated in this new report.

Governors appreciated the visual presentation in the report but would have liked more detailed information. The Principal responded that the report had followed from a request for a verbal update and there was no doubt that there had been a lot of teamwork and collaborative planning and working on the projects that had a positive impact on staff and student confidence giving learners a voice in the wider learning community. The collaborative approach to planning would have resulted from joint working in the classroom and all classes would have been involved. Governors reiterated that this was the detail they would have liked in the report.

In relation to Community Learning, Governors asked what more was being done regarding the Health & Wellbeing QIP to broaden the offer and make more courses sustainable through fee income. The Principal responded that Health & Wellbeing, that encompassed a wider offer including arts, incorporated a small number of minimum fee courses that were in a separate information leaflet and included social prescription to improve mental health. The project working with Homeless and Substance misuse would be offered similarly through recognised partners and may not be charged the minimum fee. Governors noted that other subjects were being offered such as Porcelain and Decal transfers and further information on these would be

included in the summer brochure. In relation to Family Learning QIP 'to improve class sizes with partner services where course numbers were low,' Governors questioned why the Institute was only working with 4 library branches each year on rotation. The Principal informed Governors that this was part of the strategy to improve class size and following discussion with Vision, it was decided that working with 4 libraries would maximise current courses rather than offering a wider number of courses where places could not be filled. Also, rationalising in this way would better engage staff and ensure that places were filled and furthermore the Institute was working with other partners such as schools in this way. Governors noted that a scheme had been designed with Vision to provide participating families with a 'passport' to record their attendances and Governors thought this a good strategy and initiative for engagement and motivation.

The Chair informed Governors of the Age UK Care Navigation Scheme that provided support over 6 months for anyone at home due, for example, to loneliness or health issues and needing help to get back into the community. The Principal responded that there may be an opportunity whereby the Institute could offer social prescription courses to the Navigators to support the work they were doing and may also be a way of generating income for the Institute.

**ACTION:** Governors noted actions taken to improve progress on QIP's.  
Health & Wellbeing Manager to follow up on the Age UK Care Navigation scheme

#### 574. **DRAFT ANNUAL REPORT 2017/18**

Governors discussed the final draft of the Annual Report 2017/18 and commended the clear detailed information and colourful and bright design of the report that would be used by stakeholders and visitors. Governors suggested more visuals could be included of males in the report as long as a quality case study and that this could be considered for next time. Governors also suggested that, for better interpretation and consistency throughout the report, all pie charts could have consistent labels identified on them incorporated into the final report. Governors commended and thanked the PA to the Principal for the successful design and presentation of information. Governors noted the superb letter received from the Local Authority congratulating the work and achievement of the Institute. Councillor Ryan undertook to circulate the final report to all Councillors.

**ACTION:** Governors noted the draft Annual Report 2017/18 that would be finalised taking points raised into consideration.

#### 575. **DEVOLUTION UPDATE & FUNDING ALLOCATIONS 2019/20**

Governors noted that an illustrative allocation had been received for the GLA Adult Education Budget (AEB) for 2019/20 that was in the region of 3% more than had been expected. Assurances by the GLA had been given that changes in the first year of delegation would be kept to a minimum. The legal procedures were now completed by the Government and the Mayor was responsible for the budget. Final confirmation was expected by the end of April

2019 (and grant agreement by the end of June 2019). It was noted that this was for London residents only and the Institute could request growth in year in February 2020 (mid claim point) and that requests would be considered in light of provider track record GLA priorities and availability of budget. Governors anticipated stricter funding rules and that overachievement this year would not result in additional payment. Governors noted a draft version of the GLA's AEB funding and performance management rules for grant funded providers 2019/20 was now available and that the final version was due to be published in May 2019. The changes to funding rules for 2019/20 included the GLA priorities including extending eligibility for full funding for people in low paid employment up to the London Living Wage; and a new entitlement to British Sign Language qualifications. Governors commended the development with British Sign Language and could be a good opportunity for accredited provision in this respect and career progression for relevant staff.

Governors noted that the funding allocation had also been received and confirmed for the AEB budget from the ESFA for Out of London Learners for Adult Skills and Community Learning and a small illustrative amount for Continuing Learners. Governors noted that the whole budget for London was less than originally expected due to continuing learners funds held back for this.

The ESFA Advanced Learner Loans had been confirmed for loan facility and learner loan bursary and Governors noted that the Institute could apply in September 2019 for an increase in loan facility and again in January 2020 if the number of learners requiring a loan exceeded the loan facility. This funding was slightly higher than expected but no indication of the reason for this. Governors noted that this funding was determined by ESFA and not GLA.

Governors noted that one funding return could be returned to the ESFA rather than separate returns to GLA and ESFA. ESFA would be passing on the in London learners to the GLA and in response to Governors the Principal confirmed that there had been 3 meetings with the GLA this term and that regular visits are expected to continue with the Programme Delivery Team.

**ACTION:** Governors noted:

- (i) the funding allocations for 2019/20
- (ii) that the GLA AEB funding allocation for 2019/20 was expected to be 3% higher than the grant received in 2017/18.

## 576. STRATEGIC PLAN 2017-2019 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Governors noted progress against KPI's where Outstanding/Very Good progress had been made or maintained and those KPI's where Good progress had been made and commended the progress made. Governors noted the 100% progress to reduce the QAR gap in adult skills achievement between male and female learners (2.1% in 2016/17). Governors also noted KPI 14 to increase the number of outstanding elements identified in the Annual Self-Assessment report and commended the 100% progress in those areas. Governors further discussed areas where progress on KPI's were of concern or slower than expected.

In relation to 'increase the average score on the National Learner Satisfaction Survey annually by 0.1' (KPI 1), Governors asked for further information in relation to low scores on being



satisfied with the course meeting expectations and whether satisfied that the course activity was preparing the learner for what they wanted to do next. The Principal informed that as the National Survey was completed anonymously there could be no follow up with the respondents for feedback as to why the course may not be meeting expectations. However the changes in scores are helpful in focussing the service on areas where more needs to be done.

Comparisons were made with other like providers. Our scores still remain relatively high although lower than the previous year. The Chair informed that she had completed a survey from DfE regarding learning in Redbridge and was surprised that there was no reference to the Institute in the survey and the Principal noted this.

In relation to KPI 3 'to reduce gaps in achievement between certain ethnic minority groups', Governors questioned what was being compared across the board for all courses and whether like for like comparison. The Principal responded that numbers were quite small so not significant if done course by course; breakdown was not by subject specific area; did not depend on the size of grouping; on aggregate scores were not significant but good, as confirmed by Ofsted that there was no significant difference in achievement although good for the Institute to be aware.

Governors asked for more information regarding KPI 5 to achieve year on year increase in the proportion of enrolments from 7 wards with neighbourhoods in 20% most deprived in England (38.9% in 2016/17). Governors referred to the data on diversity in the Annual Report 2017/18. The Principal informed that, as previously discussed by Governors, the GLA was expected to change the definition of Disadvantage and reformulate on the change in the future. More local provision in the 7 wards was needed to improve the proportion of engagement in these geographical areas.

Governors discussed KPI 15 to increase Annual Governor Attendance and Governors reiterated the issue of clash of meeting dates with other commitments and particularly where absence would affect 2 meetings held on the same day and that some explanation would help in the KPI information. Governors agreed that further consideration could be given to this in committee roles and membership and that this could be considered in the summer term perhaps at the Governors' Conference. Meantime the Principal would add an explanatory note to this KPI.

In relation to KPI 20 to increase average class size to above minimum course numbers, Governors raised that the Institute had some fairly small class sizes and what was being targeted in this respect. The Principal explained that minimum class numbers were set and these could be used as an expectation/indication but circumstances would inform any decisions taken by Curriculum Managers who would use this as a useful indicator in curriculum planning and to maximise provision. Governors recognised that if managers were too quick and harsh to respond to lower numbers this could put Funded Value at risk. Governors asked whether following the Institute's achievements, including the outstanding Ofsted Inspection and the National Awards including TES, the Institute was prepared for any overwhelming demand and increased numbers. The Principal responded that this depended a lot on availability of funding which would restrict number of places and, although enrolments would be to maximum numbers, would also depend on other factors such as availability of accommodation & staffing.

**ACTION:** Governors noted progress against KPI's.

**577. RISK REGISTER – UPDATE MARCH 2019**

Governors noted 2 open risks that included Devolution of AEB budget to the London Mayor from September 2019 and Brexit. Furthermore, following the end of year budget report an additional risk in budget pressures would need to be added to the Risk Register. Governors considered whether in relation to Brexit the 'Chance' rating of 3 should be higher and the Principal informed that ESF funds already approved and allocated would not go back to EU although there would be no certainty after Brexit so this would then need to be reviewed. The timeline may be reconsidered from March 2020. It was anticipated that with the Government Spending Review next year funding was likely to go down and was an emerging risk perhaps an even greater risk than Brexit. Governors asked how many staff were expected to be affected by such a loss and informed possibly 25-30 staff, mainly sessional, out of a total of 190 staff. Governors asked of any staff expected to apply for settled status and informed this could apply to some staff. The Institute had not received any referrals for support on application for settled status as expected and would have given digital support and help with uploading and scanning documents.

**ACTION:** Governors noted the updated Risk Register.

**578. PROJECTS PROGRESS REPORTS**

**(a) Learn My Way** – Governors discussed the project that had been developed by Good Things Foundation to promote digital skills and this continued to be used extensively in the classroom and figures showed that from April 2018 to date there had been a total of 466 registrations and 1127 unique logins. Governors noted that there had been a fall in numbers mainly due to returning learners continuing with Learn My Way but not shown as new registrations. The Employability Manager regularly contacted other managers to inform of progress and the need for further completions and managers had been positive to engage their tutors and learners. Governors noted that the contract with Good Things Foundation had been renewed for the project to run from April 2019 to March 2020 with funding of a further £5,250 to secure a further 300 learners. Governors commended the Neighbourhood Learning and Employability Manager for promoting successful engagement with the project.

**ACTION:** Governors noted the Report. Governors commended the Curriculum Manager for Neighbourhood learning for promoting the Learn my Way platform to the staff & learners

**(b) Health & Wellbeing Fair** – Governors discussed the event on 31 January 2019 and the participant feedback report. Governors commended the report that was produced by an external consultant who was a volunteer and researcher. Governors noted the feedback was very positive and independent that was helpful to capture voices of others and would like this kind of event to be repeated. Governors asked about feedback for the event to be

promoted wider. The Principal reported that the report identified that a number of partners were unaware that the event was also open to the public not just Institute learners. in future we would collect and report on external visitor numbers.

**ACTION:** Governors noted the report.

- (c) **Preparation for Work** – Governors discussed the progress so far on this project (timeline February 2018 to February 2019) where the target was to train 100 individuals providing support for clients being moved onto Universal Credit. Governors noted that referrals had been consistently very slow throughout the project and due to the low number of referrals adjustments had been made as to how the programme was run with a mutual agreement made between Work Redbridge and the Institute to enable individualised support rather than attendance on the Preparing for Work course where appropriate. A total of 55 individuals had been engaged over the period of the project and the project was now closed. Governors were disappointed with take up, although a good proportion of the funding had been received, but realised that the setting up of the project could have been better organised as the Institute was only involved after completion of the bid. The final steps under this project were to complete the one to one support with the 3 remaining clients and to have submitted the final claim by the end of March 2019.

**ACTION:** Governors noted the report.

- (d) **Visually Prepared Event** – Governors discussed the event held on 20 February 2019 where the event was hosted by the Institute as the central host hub and offered to a broad range of organisations that were brought together to promote inclusive partnerships and networks and to identify and promote opportunities and pathways for the Visually Impaired community. Governors commended the outcomes from the event, the extremely positive feedback from exhibitors and participants that furthermore indicated the Institute as an inspirational inclusive adult education provider. Governors noted with inspiration that one of the participants was a 19 year old who had found the event life changing having not received any help and guidance since leaving school and this was incredible. Governors also commended the outcome of organisations networking together and that this would continue after the event and therefore so valuable to host an event bringing all these people together and forging links. Other Local Authorities had shown their interest in the event and wanted to take back to their own Boroughs and communities. The Institute was also working closely with LB Barking & Dagenham following the Dissemination event. Governors asked whether the Institute planned to repeat the event and informed that this would be considered to develop in future and funding options for this.

**ACTION:** Governors noted the report and commended the IAG & Learning Support Manager and all involved for their contribution and the valuable outcomes.

- (e) **British Science Week 8th to 17th March 2019** – Governors noted activities that had taken place and that the Institute had organised a number of family learning workshops across the Borough to actively promote STEM. This year's theme for the week had been 'journey'.



Governors noted outcomes from this had included the Institute organising a 3 week STEM course for Redbridge home schooling parents at the central Library; some schools had requested more science workshops throughout the year; the Institute was continuing to prioritise STEM courses in 2019/20; teaching materials and resources were being updated; online CPD activities for Family Learning tutors included training sessions at Lab Central;

plans to work on a collaborative chemistry project with Campaign for Learning; and plans to work on a collaborative financial wellbeing project with Campaign for Learning and Work Redbridge and the outcome of a bid for this was awaited. Governors commended the participation and activities as very exciting and amazing how many schools had benefited. Governors commended the Curriculum Manager Family Learning who had been given responsibility for the STEM programme on appointment and had been working closely with libraries as well as schools resulting in such good collaboration.

**ACTION:** Governors noted the report and commended the Curriculum Manager Family Learning and staff for their achievements in relation to this event.

**579. TES FE AWARDS 2019**

Governors commended the amazing outcome for the Institute achieving two top awards as Overall FE Provider of the Year and also Adult and Community Learning Provider of the Year. Governors noted that the judges had been unanimous in their decision for the Overall Provider award and that this was the first time this accolade had gone to an adult and community learning provider. Judges had given very positive comments such as a great place for adults to learn and that the Institute had proved that fun could be put back into learning. The achievements had been publicised on the ETF and TES websites and huge numbers of congratulations received. Other commendations followed where an official from the Treasury would be visiting Community Learning and Family Learning, as requested by DfE in preparation for the Government Spending Review; other visits including the TES; and furthermore the Chief Executive of ESFA would be visiting. The Institute achievements were being widely networked and added value was in sharing with other providers and could also be seen as a win for the Adult and Community Learning sector so a huge achievement in this respect. The Principal thanked Governors for their support and their role in our success. Governors thanked the Principal and staff for their leadership and work and also to learners for their achievements.

**580. LEARNING WALKS STANDARDISED APPROACH TO FEEDBACK**

Guidance for a standardised approach to feedback from Learning Walks was being researched by Deanna Clarke, Olive Hamilton-Andrews and David O'Donoghue as agreed but not yet completed.

**ACTION:** Governors to receive guidance for consideration regarding a standardised approach to feedback from Learning Walks when research had been completed.

**581. ANNUAL GOVERNANCE CONFERENCE**

The Conference would include an item to consider the revised Ofsted Framework and Governors could request other items via the Chair.

**582. FUTURE MEETINGS**

Governors noted that the next meeting of the Governing Body would be held on:

**Wednesday 10 July 2019 at 1.30pm to 3.30pm at Gearies  
to follow the Annual Governors' Conference**

**Meeting closed 8.10pm.**

**Chair..... Date.....**