

GOVERNING BODY

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT REDBRIDGE INSTITUTE
ON THURSDAY 12 DECEMBER 2019 AT 6.00PM**

PRESENT: Margaret Partridge (Chair), Kathleen Atkins, Joni Cunningham, Olive Hamilton-Andrews, Christina Norman, Mo Rahee, Councillor Joyce Ryan and Councillor Anne Sachs.

Also in attendance: Nandia Fytraki, Acting Clerk to Governors.

626. APOLOGIES for absence were received from Cllr. Stuart Bellwood and David O'Donoghue.

627. DECLARATIONS OF INTEREST - there were none. All Governors had completed a Pecuniary Interest Declaration Form for the new academic year.

628. MINUTES of the meeting held on 25 September 2019 were confirmed and signed by the Chair.

629. GOVERNING BODY MEMBERSHIP

The Chair informed Governors that interviews were held on 4th December to fill the Co-opted Governor vacancy following Deanna Clarke's retirement. The interview panel consisted of the Chair and the Vice Chair of the Governing Body and the Principal. There were two very strong candidates and the panel appointed John Knight on the basis of his extensive experience as the new co-opted Governor who will be joining the Governing Body for the Spring Term meetings.

The Principal noted that we had a message from Cllr. Stuart Bellwood who said that it might be time for him to step down from the Governing Body owing to ill health. The Leader of the Council will need to appoint a new Governor in his place.

We received three applications for the Student Governor vacancy and an election has been underway. The closing date for the election is 12 December.

630. UNCONFIRMED MINUTES OF MOP COMMITTEE 5 NOVEMBER 2019

Governors received the unconfirmed minutes.

Safeguarding and Prevent report (minute 985 refers) - Governors received the Keeping Children Safe in Education paper and have signed the register that they have read part 1 of the paper.

ACTION:

New Governors and absent Governors to receive a copy of the document and sign the register

Chair's Initials

631. UNCONFIRMED MINUTES OF F, S & GP COMMITTEE 20 NOVEMBER 2019

Governors received the unconfirmed minutes and had no further comments.

632. APPROVAL OF REVIEWED TERMS OF REFERENCE

The Governing Body approved the proposed Terms of Reference for the Finance, Staffing and General Purpose committee.

Mo Rahee was nominated by Margaret Partridge as Chair of the Finance, Staffing and General Purpose committee and was seconded by Cllr. Joyce Ryan. Kathy Atkins was nominated as Vice Chair of the Finance, Staffing and General Purpose committee by Cllr. Joyce Ryan and was seconded by Christina Norman. The Governing Body elected Mo Rahee as the Chair of the Finance, Staffing and General Purpose committee and Kathy Atkins as Vice Chair of the Finance, Staffing and General Purpose committee.

ACTION:

Appoint Mo Rahee as Chair and Kathy Atkins as Vice Chair of the Finance, Staffing & General Purpose committee

633. SELF-ASSESSMENT SUMMARY REPORT 2018/19

The Principal gave the Governors copies of the summary Self-Assessment report for 2018/19. A copy of the full Self-Assessment report will be available on the Governors' portal and on the website or Governors can request a hard copy.

The final self-assessment report has been validated through a series of Performance Review Board (PRB) meetings that were held during November and were attended by Governors and external reviewers. The Principal noted that we had three Heads of Service from other providers as external reviewers this year as well as senior managers from the Council and other services.

All areas have been graded outstanding apart from the Skills for Independent Living and Learning which area is doing very well but there are still a few improvements needed as there are vulnerable learners in that area.

Christina Norman asked why Learning Support is not included in the Self-Assessment report and the Principal said that we will include it. The subcontractor self-assessment report will also be included after the re-scheduled PRB meeting on 19th December.

ACTION:

Issue final version of Self-Assessment report to include Learning Support and sub-contractor reports once the performance review board meeting for the sub-contractor takes place.

634. STRATEGIC PLAN KPI REVIEW

The Strategic Plan is coming to the end of its life and needs to be reviewed and updated. The Principal reported that she was arranging an Awayday for managers early in the New Year to develop the new plan.

The Adult Skills attendance was noted as satisfactory on our Ofsted report although it was not noted as an area for improvement hence we are monitoring it closely. The Adult Skills attendance is at 88% and has increased by 1 percentage point. Community Learning average attendance is at 84% and has dropped by 1 percentage point. The Principal noted that the fitness courses have lower attendance and that is bringing the average attendance down. We have now moved on to online registers for most classes so data is available promptly and we can monitor and take action on possible issues early on.

Olive Hamilton-Andrews asked whether the Institute is offering women-only fitness courses and the Principal replied that it doesn't. There hasn't been a request for such classes and we haven't had comments from learners on having issues with mixed fitness classes, plus there haven't been many men enrolling on the Institute's fitness classes. Few men enrol on the Institute's fitness classes. The Principal noted that learners usually come dressed in their workout clothes and they don't change but there are changing facilities as well as showers available at the Gearies Learning Centre. This could be included in future course factsheets.

Noted that in February the Institute's management team will be having a Business Planning awayday and the focus will be to produce a new Strategic Plan. Governors will be invited.

ACTION:

Strategic Plan to be reviewed and updated for the next Full Governing Body meeting

635. FUNDED VALUE 2019/20 PERFORMANCE TO DATE

The Principal noted that according to our funded value forecast as at the end of November we are 23% over our Adult Education Budget target. Of course there are assumptions in this forecast that all planned courses will run and a minimum of 88% of learners will complete and achieve. The senior team has put in a bid to the GLA for additional funding which we hope we are going to get. The focus of the bid was Progression pathways for childcare and how we will take learners all the way from Pre-Entry to a childcare qualification. We've demonstrated the local need and our links with employers. If the Institute fails to secure that bid, then we will have to cut some of the planned provision in both Spring and Summer terms which could have an impact to the learners' progression. The Principal noted that almost all London providers she had spoken to have put a bid for the innovation fund; there are no guarantees that our bid will be successful or that we will get the full amount we have requested (£230,000)

636. RISK REGISTER

The Principal noted that we have closed the devolution risk as our funding has already moved to the Mayor of London in September and so far it has been a smooth transition which has opened up opportunities for additional funding such as the small projects and equipment bid and the innovation fund.

Noted that we have closed the risk on the cost of essential services as it has been confirmed by the Council that the Institute is not in scope for to access services through a new Company.

An additional risk has been added regarding the MHCLG ICELP project. One partner failed to deliver and they were taken out of the project. City Lit have now joined but have not sent us any data on starts or completions yet. Enfield has been doing very well and they have been keeping the numbers up; they are very proactive and have been doing a lot of work in the community. We had to reduce the number of learners for Waltham Forest who have been re-profiled as they have not been able to achieve their targets. There is another partner we have identified who we think might be able to take on some of the Waltham Forest numbers.

637. PREVENT RISK ASSESSMENT UPDATE AND CRITICAL INCIDENT MANAGEMENT PLAN

New CCTV is now in place and the cameras have been repositioned after the consultation we had with the security adviser from the Metropolitan Police. The Chair noted that she hasn't noticed them and the Principal said that maybe we need to put some more signs around. We have done work at the lobby to create a more visible entrance. We had a quote on changing the location of the Reception but the cost was prohibitive. So we have had an additional member of staff and we've created a new station for the Facilities assistant who is on duty in the evening which is more visible and can look at both entrances. The Principal gave the Governors further information on two incidents we had in the lobby that we had to refer to the police who were able to view the CCTV footage and identify individuals.

The Principal noted that we have remodelled the large stationery storage room into a prayer room in Mildmay. A visibility panel will be installed in the door.

Action:

Governors recommended more signage on presence of CCTV as a deterrent.

638. POLICIES

a. Learner attendance and punctuality

Renewal was needed. The importance of punctuality was strengthened and the implications of poor attendance were made more explicit.

b. Safeguarding Policy

Noted that all members of staff need to read the Keeping Children Safe document. It is a very comprehensive and clear document which gives explanation on many regulations and new laws.

Mo Rahee noted that we need to include mention in the Policy that apart for staff having to declare any change to their circumstances regarding the background checks annually, they should declare any change immediately during the year.

c. Health & Safety

Olive Hamilton-Andrews noted that we should add a line in page 15 about contractors returning their badges when they've finished. Christina Norman noted that Reception makes sure they know they have to sign in and sign out when they are finished and a member of the Facilities team will come and collect the contractors from Reception as well as return with them when they sign out.

d. Learner IT & Computer Use

The Principal reported that we had instances where learners and tutors were saving work on the Teaching network where other learners could view their documents. Policy was updated to reinforce the importance of not saving personal data on the Teaching network and recommend the use of the online Google Docs platform.

e. Staff Code of Conduct

Anne Sachs asked whether under the new JCQ regulation Governors need to also disclose if they are undertaking qualifications in other centres. The Principal gave a bit of background on the JCQ regulation and explained how it could be a conflict of interest for the Exams team or other staff as they might have someone in their family undertaking an exam. She noted that Governors don't need to disclose if they are taking any qualifications as they wouldn't have access to any papers or exams.

f. Assessment and Internal Quality Assurance

No changes to the policy. There were also no suggestions for any amendments from Governors

ACTION:

Governors approved the following policies:

- a. Learner attendance and punctuality
- b. Safeguarding with amendment as recommended by Governors
- c. Health & Safety with amendment as recommended by Governors
- d. Learner IT & Computer Use
- e. Staff Code of Conduct
- f. Assessment and Internal Quality Assurance

639. PROJECTS/CONTRACTS/REPORTS

The "We are Redbridge" mural has been installed on the external walk of Room 19. It was unveiled by the Mayor of Redbridge.

Learn My Way project is doing well. The Principal noted that the team deserves our congratulations for this project as they involved many learners and improved their learners' IT skills and independent learning.

The Principal gave information on the social prescription courses. She noted that they are mostly self-referral courses but we have a target of 25 learners who have to be referred by the GP which has been proving a bit difficult; we have sent flyers to GP offices and spoken to practice managers but we haven't had any referrals yet. Governors suggested the information screens that are in the waiting rooms of many GP practices; the Principal said that there may be a cost involved in that. Cllr Joyce Ryan noted that at Forest Edge surgery there is a screen that we could have our information on social prescription up for free; the Principal said that the team would try to get in touch with them.

640. CALENDAR 2020-2021

The Principal noted that there are 5 efficiency days for 2020/2021 and one of those have been made statutory by the Council for staff on the LBR contract. As part of the grading

review it had been decided that two of those days would be taken as annual leave by staff on the academic contract which has been implemented.

ACTION:

Governors approved the calendar for the academic year 2020/2021 and the allocation of the efficiency days

641. ANNUAL REPORT 2018/19

Cllr Anne Sachs noted that from 2018 there is a new ward, Ilford Town which given its placement would be in the most deprived ones. The Principal said that we will add a note next to the map of the wards noting new wards which came into being from April 2019 and we will include on next year's annual report the data for the new wards. Cllr Ryan said that the LBR data team should be able to provide us with the postcodes for that ward. The Principal said that she will contact the team.

ACTION:

Amend Annual Report to include footnote that ward boundaries have changed.

642. FUTURE MEETINGS

Governors noted that:

- (a) The next meeting of MOP would be held on the agreed date of 25 February 2020 at 5.30pm.
- (b) the Finance, Staffing & General Purposes Committee meeting would be held on the agreed date of Wednesday 11 March 2020 at 5.30pm
- (c) the next meeting of the Full Governing Body would be held on:

Thursday 2 April 2020 at Redbridge Institute at 6.00pm

Meeting closed 8.20

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