

GOVERNING BODY

**MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT REDBRIDGE INSTITUTE
ON WEDNESDAY 25 SEPTEMBER 2019 AT 6.00PM**

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

Also in attendance: Janis Lane, Clerk to Governors.

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

Governors considered nominations for Chair and Vice Chair of the Governing Body for the term of office for the year from September 2019 until the first meeting of the Governing Body in the autumn Term 2020. Margaret Partridge was nominated as Chair by Kathleen Atkins and seconded by Christina Norman. David O'Donoghue had been appointed as Vice-Chair in July 2019 and would continue in the term of office to the first meeting of the Governing Body in the autumn term 2020.

ACTION:

Margaret Partridge was appointed as Chair and David O'Donoghue confirmed as Vice-Chair.

605. MEMBERSHIP

The term of office for Mo Rahee, Business Interest Governor, was ending in September 2019 and reappointment was considered by the Governing Body.

Governors noted 2 vacancies on the Governing Body including Student Governor and Co-opted Governor with particular knowledge of Adult and Community Learning. The Principal updated that the process to appoint a Student Governor would commence once a little further into the academic year; two applications had been received for the Co-opted vacancy and selection was in progress.

ACTION: Mo Rahee was re-appointed as Business Interest Governor for the 4 year term from September 2019.

606. APOLOGIES – David O'Donoghue gave his apologies for late arrival to the meeting due to work commitments. No apologies received from Councillor Stuart Bellwood although it was noted that he was unwell

607. DECLARATIONS OF INTEREST – there were none. All Governors were to complete an annual declaration of pecuniary interest.

608. MINUTES of the meeting held on 10 July 2019 were confirmed and signed by the Chair.

609. CONGRATULATIONS TO THE PRINCIPAL (Matter Arising: minute 586 refers)

Governors were pleased to be updated that the Principal would receive her OBE in November 2019 and had also been invited to a special service in St. Paul's Cathedral.

610. LEARN MY WAY PROJECT (Matter Arising: minute 591 refers)

Governors were updated that the project developed by Good Things Foundation had been successful in the application for further funding for Digital Literacy. This would build on the basic Digital and Foundation skills and the new contract had a slightly higher target as had previously over performed. Governors noted further funding following on from the previous contract with Lloyds Bank Digital Literacy in Financial Skills so another contract; a bid for Digital Health Hubs had been successful and the Mental Health project and impact data had helped with this. Governors suggested that referrals for individuals could be promoted via GP surgeries such as Forest Edge and Heathcote and the Chair would take leaflets to those surgeries and the Principal would arrange for the leaflets to be emailed elsewhere. Individuals from the Employability Hub would be encouraged to continue with the Digital Health Hub. Governors commended the project and congratulated all concerned.

David O'Donoghue arrived at this point.

611. CASH COLLECTION CAR PARKING (Matter Arising: minute 596 refers)

Governors noted the Car Parking Management Company had not set up card payments for parking and there was still cash handling for the receipts by the Institute. In response to Governors, the Principal confirmed that the cash sums in hand were not significant, arrangements were in place for staff to deposit securely with the bank, and there was no indication of when the Company was likely to introduce cashless payments.

612. EMPLOYABILITY HUB PROGRESS REPORT (Matter Arising: minute 600 refers)

Governors asked whether there had been feedback for those that had taken up employment or whether they had improved their employment/job. The Principal responded that this information had been received by individual feedback, Learner Success Stories and from the End of Course Survey and had indicated that 3.3% had achieved promotion. A member of staff followed through for the feedback from learners and would be updating this soon to update the system. The information would be included on the Individual Learning Record (ILR) for funding purposes but also to get success stories that would be included on the website and currently there were 12. Governors asked whether learners with learning disabilities indicated success with employment and informed of a learner case study who had completed a Level 2 Apprenticeship and into employment.

613. ENGLISH FOR EVERYDAY PROJECT (Matter Arising: minute 601a refers)

Olive Hamilton-Andrews gave positive feedback to Governors from the event that she attended held on 8 July 2019 at City Gates to launch the project and celebrate learner achievement. Governors were updated on the profile in that it was slightly ahead of target and the good news that the Principal of City Lit Adult Education had just confirmed that they would be a partner and be bringing in at least 40 to 60 additional learners.

614. PERFORMANCE REVIEW BOARD 2019/20 (Matter Arising: minute 602c refers)

There had been changes to meeting dates and would be confirmed to Governors.

615. GOVERNOR ATTENDANCE 2018/19

Governors discussed attendance at Full Governing Body meetings and Sub-Committees for the academic year 2018/19. It was noted that overall attendance at Full Governing Body meetings was 85% and this was 2 percentage points below the previous year (87%) although overall attendance at Committee meetings was 7 percentage points above the previous year and the highest attendance rate over the past 4 years. All meetings had been quorate. Individual Governor attendance was noted and there were specific reasons for absence that had been given and accepted. Governors noted the continuing absence of Councillor Stuart Bellwood due to ill health and the Chair would communicate with him to discuss his intentions. Governors noted that the Chair had also attended the Mental Health Festival and Councillor Joyce Ryan and the Chair had also attended the Annual Art Exhibition and Festival. The Chair congratulated Governors on maintaining good attendance and Governors agreed that the target for this year should be realistic and be set at 85% although Governors would aim to exceed the attendance target where possible.

Governors noted current membership of committees and that the 2 vacancies on Monitoring of Performance Committee would be considered further following recruitment to the Governing Body. Governors also noted the cycle of meeting dates for 2019/20 that had been agreed in July 2019 and discussed the timing of the meeting of MOP on 5th November 2019.

Governors thanked Nandia Fytraki, PA, for her work with Governor Attendance.

ACTION: Governors

- (i) set a target of 85% attendance but Governors would aim higher
- (ii) to review committee membership following Governor recruitment
- (iii) continue to keep Committee membership and attendance under review
- (iv) attendance at key events to be reported in 2019/20
- (v) agreed to retain the meeting of MOP on 5th November 2019 but to change the start time to 5.00pm on that evening.

616. 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. The new Education Inspection Framework from September 2019 and feedback from the FE Commissioner was taken into consideration for the review of the Governor Code of Conduct and the necessary actions required.

In relation to Section 1.3, Governors questioned how the Governors' Code of Conduct would be enforceable where needed if there was no statutory framework for enforcing the Code as stated. The Principal responded that the Institute's Instrument & Articles of Government had the power to deal with requirements and performance that was not acceptable or met and the Code, Section 7, did include the 'Nolan Standards' Principles of Public Life from the Nolan Committee. The Principal would clarify with the Instrument & Articles to ensure the point raised would be covered and revise the section accordingly.

In relation to Section 3.3, Governors preferred the reference to free on line 'Inspiring FE Governance service' to be changed to 'the appropriate organisation' so that the Code did not have to be revised if the provider changed.

In relation to Section 4 and Confidentiality, Governors asked for clarification where there was a duty to disclose in certain circumstances and the Principal would look at this in line with the Safeguarding Policy.

In terms of the Governance Self-Assessment for 2018/19 Governors agreed that this was undertaken at the Governors' Conference in July 2019 and would be formalised by the Principal.

The Governors' Skills Audit sheet would be updated and uploaded to the Governance section of the website. Governors would complete and return a new sheet that would be emailed to them ready for review at the next meeting of the full Governing Body.

ACTION: Governors

- (i)** recommended the revisions to the Governor Code of Conduct in relation to section 1.3, section 3.3 and section 4.
- (ii)** to receive the revised Governors' Code of Conduct at the next meeting of the full Governing Body in December 2019
- (iii)** to complete a skills audit sheet ready for review at the next meeting of the full Governing Body.

617. GOVERNORS' CONFERENCE REPORT JULY 2019

Governors discussed the Report and noted identified actions to take forward and the importance of technology as a key factor including Digital Skills for Teachers and the need to be modelling with learners. Governors agreed that a session for Governors should be held to ensure access for Governors to email and the Governors' Drive. Governors discussed whether Governing Body agendas and supporting papers should be electronic and agreed that hard copies should continue to be provided but any Governor not wanting a hard copy would confirm to Nandia Fytraki. Governors noted that training sessions and updates on the new Education Inspection Framework (EIF) would be arranged for staff and Governors informed if for them to attend if available.

In response to Governors, the Principal clarified the point 'focus on aims and where I want to take the exams service forward'.

ACTION:

- (i) Nandia Fytraki to arrange a session for Governors to ensure Governor access to the Institute email and Governors' Drive.
- (ii) Governors to be informed of training sessions being arranged by the Institute that they could attend for the new Education Inspection Framework.

618. PROTOCOLS FOR LINK GOVERNOR LEARNING WALKS

Governors and Managers had reviewed Governor Learning Walks in the July 2019 Conference and new protocols agreed and now needed to take account of changes to the inspection framework. Governors noted that Intent, Implementation and Impact would be considered by Ofsted under the new Education Inspection Framework (EIF) as part of the overall judgement of Quality of Education that would be graded separately. Governors noted that programmes must provide the learner with more than a qualification and develop personal and social skills and should give a clear line of direction to jobs or meaningful study. Much more time would be spent during an inspection speaking with learners.

Governors considered the Learning Walk Guidance and proposed changes. Governors questioned the length of time proposed for the learning walk visit in that up to a maximum of one hour could be spent in the classroom and whether this would cause disruption for the class/individuals. Governors did not expect the visit to be disruptive and the Student Governor gave feedback that some learners may find that this could be. Governors agreed that this, and timing, would be taken into consideration when visiting a class and was a valued and important two way process. Governors thought the discussion/briefing with the Tutor before the visit was useful and that the protocol could be face to face as well as phone or email. In relation to

Themes for Learning Walks and quality of education Governors suggested that questions could include curriculum design and whether meeting the learner journeys.

Governors noted the current appointed Link Governors and Senior Manager Contacts for 2019/20. Governors discussed Link Governor allocation and agreed the following changes:

Christina Norman - Safeguarding & Prevent and Health & Wellbeing – (change from English/ESOL and Maths/LDD).

Margaret Partridge - English and ESOL – (change from Safeguarding & Prevent)

David O'Donoghue – Maths & LDD – (change from Health & Wellbeing)

Olive Hamilton-Andrews – English and ESOL - additional area.

ACTION: Governors agreed the

- (i) revised Learning Walk guidance.
- (ii) changes to Link Governor appointments.

619. ENROLMENTS 2019/20

Governors noted enrolments were 3,163 at 16.9.19 compared to 2,917 for the same period previous year. The numbers were slightly inflated as some ESOL learners had already enrolled for the second semester and Governors questioned the reason for this. The Principal responded that it was possibly due to the initial assessment and increasing efficiency. Some areas were not certain of the final picture but currently there were no concerns. Governors asked why almost all the Adult Loan Facility had been used and informed that referrals had increased probably due to more information from Tutors and a greater demand for loans. There had been an increase in Learning Support Assistants and the number of posts had almost doubled.

Governors congratulated staff on their hard work with enrolments.

ACTION: Governors noted the Report.

620. REDBRIDGE COUNCIL FOR VOLUNTARY SERVICES GLA AEB SUBCONTRACT

Governors needed to be satisfied that all delivery subcontracting met the Institute's strategic aims and enhanced the quality of learning offer. Governors noted that through RCVS the Institute had widened the curriculum offer providing new areas of curriculum that the Institute did not offer. RCVS training programme also supported capacity building in the voluntary sector, improved effectiveness and efficiency ensuring statutory and legal responsibilities were met such as safeguarding and data protection. The Institute was also able to develop its understanding of the voluntary sector and communities and learning through shared practice with RCVS. Governors commended the RCVS training leaflet and it gave a good indication of the quality of education. Governors noted that within funding rules the Governing Body had to approve the contract and the GLA had approved RCVS as sub-contractor.

ACTION: Governors approved the sub-contract of AEB community funding to RCVS for 2019/20.

621. MATRIX EXCELLENCE AWARD 2019

Governors commended achievement of the Excellence award that demonstrated that the Institute offered high quality IAG services and was recognition of the continuous improvement of the Institute and particularly across the whole service. The application demonstrated that the Institute had measurable increased performance; impact on client groups; sustained improved performance over time; and commitment to use the quality standard as a benchmark.

ACTION: Governors congratulated staff on the achievement of the Matrix Award for Excellence for 2019 for information, advice and guidance.

622. MAYOR OF LONDON CALL FOR ACTION – SKILLS FOR LONDONERS

Governors noted the Government Report on Skills for Londoners: A Call for Action - Keeping the Capital skilled for the UK whereby London Government was to use its powers and knowledge of communities and business sectors to deliver a fully integrated and accessible skills and employment system. Governors noted that this would be a key document to be referenced in any innovation funding application.

ACTION: Governors noted the report.

623. GLA AEB INNOVATION FUNDING 2019/20

Governors noted the bid submitted to the Skills for Londoners Innovation Fund 2019/20 closing date of mid December 2019 with confirmation of outcome in February 2020. There would be no growth funding for 2018/19 and a separate bid for additional funding would have to be made. There was also a GLA small projects and equipment fund and the Institute was exploring what could be done for this although had to be match funded by the Local Authority or from reserves and would be a good opportunity not to miss.

624. TUTOR HANDBOOK – REVISIONS

Governors reviewed the Tutor Handbook to reflect the new Education Inspection Framework (EIF) from September 2019. The changes included addition of a brief outline of the EIF and a new briefing sheet 13 of 'What is Outstanding?' in the new EIF. Governors thought the Tutor Handbook very useful to use along with the Learning Walk Protocol.

ACTION: Governors approved the changes to the Tutor Handbook that formed part of the Quality Improvement Framework reviewed by the Governing Body in July 2019.

625. FUTURE MEETINGS

Governors noted that:

- (a) The next meeting of MOP would be held on the agreed date of 5th November 2019 but at the start time of 5.00pm.
- (b) the Staffing and Finance & General Purposes Committees were combined into one meeting on Wednesday 20th November 2019 at 5.30pm
- (c) the next meeting of the Full Governing Body would be held on:

Thursday 12th December 2019 at Redbridge Institute at 6.00pm

Meeting closed 8.05pm.

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