

## GOVERNING BODY

### Minutes of the meeting of the full Governing Body held at Gearies on Wednesday 10 July 2019 at 1.30pm

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

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

**583. APOLOGIES for absence** were received and accepted from Councillor Stuart Bellwood and Mo Rahee.

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

#### **585. MEMBERSHIP OF THE GOVERNING BODY**

- (a) Indu Barot, Student Governor gave her resignation from the Governing Body as she was moving out of the area. An election process for a replacement Student Governor would commence as soon as possible in the new academic year it would be desirable for a learner having potential for long term of office. Governors thanked Indu for her valuable contribution to the work of the Institute and Governing Body.
- (b) Deanna Clarke, Co-opted Governor and Vice-Chair of the Governing Body, gave her resignation. Governors had been aware of Dee's intention to resign and thanked her most sincerely for her extensive time with the Governing Body and outstanding contribution with her background in education and knowledge of the Institute and Governance. Governors nominated David O'Donoghue as Vice-Chair for the remainder of office to the first meeting of the autumn term 2019. A replacement for Co-opted Governor would be sought.

**ACTION:** Governors appointed David O'Donoghue as Vice-Chair.

#### **586. CONGRATULATIONS TO THE PRINCIPAL**

Governors congratulated the Principal who had received an OBE in the Queen's Birthday Honours List for service to Adult Community Learning and so well deserved and huge recognition for the work of the Institute and the sector. The Principal thanked Governors and the Institute for their part towards this recognition and honour.

**587. MINUTES** of the meeting held on 4 April 2019 were confirmed and signed by the Chair.

**588. HEALTH & WELL BEING QUALITY IMPROVEMENT PLAN - (Matter Arising: minute 573 refers)**

The Health & Wellbeing Manager had contacted Age UK, regarding the Care Navigation scheme, and they were very interested in the social prescribing offer and the opportunity for a similar referral scheme to the one the Institute has in place with RCVS. Learners referred by the Health Buddies are entitled to a free course from the designated list. Governors would be kept informed of any development.

**589. DEVOLUTION UPDATE & FUNDING ALLOCATIONS 2019/20 (Matter Arising: minute 575 refers)**

Governors noted confirmed funding allocations as reported to Finance & General Purposes Committee on 19 June 2019.

**590. STRATEGIC PLAN 2017-2019 PROGRESS AGAINST KPI'S (Matter Arising: minute 576 refers)**

In relation to KPI 20, to increase average class size to above minimum course numbers, Governors had raised that the Institute had some fairly small class sizes and what was being targeted in this respect and the Principal updated that this was a mixed picture but there had been some improvement.

**591. LEARN MY WAY PROJECT PROGRESS UPDATE (Matter Arising: minute 578 refers)**

Governors noted that the project developed by Good Things Foundation had last week been invited to apply to bid for funding bid for Digital Literacy and had potential for a good contract.

**592. VISITS FOLLOWING TES FE AWARDS 2019 (Matter Arising: minute 579 refers)**

Governors asked whether an official from the Treasury had visited the Institute as expected and informed that there was a brief visit, including a visit to one of the classes, but was high profile and although brief indicated the national interest. There had been two other longer visits, including a reporter from the TES. One of the visits had spent some time with the Health & Wellbeing Curriculum Manager visiting a school looking at the Health & Well Being programme and feedback had been very positive that included quiet time before the start of the afternoon.

**593. LEARNING WALKS STANDARDISED APPROACH TO FEEDBACK  
(Matter Arising: minute 580 refers)**

Governors had referred to this at the Annual Governance Conference and that this would be an item to discuss further at the next meeting of the full Governing Body in September 2019.

**ACTION:** A standardised approach to feedback from Learning Walks would be an agenda item

of the first meeting of the full Governing Body in the autumn term 2019.

**594. UNCONFIRMED MINUTES OF MOP COMMITTEE 4 JUNE 2019**

Governors received the unconfirmed minutes and noted the following:

- (a) Safeguarding & Prevent (minute 965 refers):** Governors asked of progress regarding the young student and informed that, although supported and monitored closely, there had been a problem with the student's behaviour and disruption to class and refusal to undertake a course assessment. The Student Disciplinary policy would have to be followed due to the behaviour and a further course could not be offered. The process would be fully documented. Governors acknowledged that the student had been supported as far as possible and with safeguarding measures in place. The Principal would look to see whether there was an alternative and more appropriate place for the student to attend and achieve qualification if possible.
- (b) Progression Strategy (minute 966 refers):** Governors had discussed the focus on progression that was included in the Matrix Assessment Action Plan and in response to Governors the Principal confirmed that the Progression Strategy had been drafted.

**ACTION:** Governors noted the unconfirmed minutes of MOP Committee.

**595. UNCONFIRMED MINUTES OF STAFFING COMMITTEE 19 JUNE 2019**

Governors received and noted the unconfirmed minutes and made no further observations.

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

**596. UNCONFIRMED MINUTES OF F&GP COMMITTEE 19 JUNE 2019**

Governors received the unconfirmed minutes and made the following observations:

**Cash Collection (minute 959ii - Budget 2019/20 refers):** Governors noted the Council's plans to go cashless including car parking and other forms of cash handling and that after 31 July 2019 there would be no further cash collection by the Local Authority. F&GP had considered a detailed report, including the impact of this for the Institute and users and that further consideration would be given to proposals for 'coinless operation'. More students were using cards for payment and feedback had been received from the Café that a card machine was being obtained as there were an increasing number of card users.

Governors asked for any further update and informed that there would be a cost implication for the Institute to have cash collection as there had been no charge in the arrangement with the Local Authority; options were being discussed with the car parking company but not yet confirmed; and students could purchase a pass that would cost £18 and the cheapest option currently. Governors questioned the sudden change in cash collection arrangement and the

Principal responded that the Local Authority had given short notice and that it was now Council policy to go cashless. The Finance & Staffing Manager and Facilities Manager had fully considered and reported to F&GP Committee the impact of this including LDD learners and charges. Governors were concerned of any risk to LDD learners as a result of the changes and informed that cash handling arrangements would be put in place to meet their needs.

**ACTION:** Governors noted the unconfirmed minutes of F&GP Committee.

## 597. **RISK REGISTER – UPDATE JULY 2019**

Governors noted 2 open risks including ‘Devolution of AEB budget to the London Mayor from September 2019’ and ‘Brexit’. Governors noted new risks ‘Budget Pressures’, as considered at F&GP Committee (mainly staffing) following the End of Year Budget report and ‘the rise in cost of essential services as the Council moved these into a new Education Company’.

In response to Governors, the Principal further informed that the Council proposal for a new Education Company had followed from the cuts in funding to the Local Authority; both statutory and non-statutory services were expected to move to the new Education Company with effect from 1 April 2020; and detailed costs and service detail were not yet available so the Principal was uncertain of the implications until clarified. The company would be based on members buying in for a nominal sum of £25 but service costs and options had not been confirmed. As the new Education Company needed to be operational from April 2020 the Local Authority was asking Governing Bodies to consider, at their Governing Body meetings in the autumn term 2019, commitment to becoming a member of the company. The Principal, along with Borough schools, had attended a legal briefing at the Local Authority where information was given about the status of the company, proposals for buy in as members and not for profit operation but the full detail and full costs were still not available. The Institute was not in the schools’ directorate and currently the Institute was recharged by the LA for services such as HR, Payroll, Legal, Finance and the Agresso system and the total sum of these were in the region of £58,000. The company would be a joint venture, schools’ holding company limited by shares and implications of this needed to be fully considered. The new proposals had not confirmed what statutory services would be provided by the LA. Governors asked of other options available to the Institute instead of the new Education Company. The Principal responded that these and costs were being looked at. ‘Vision’ already had set up their own payroll arrangements and experience in this respect and could be an option for the Institute to buy in to but the risk was that, whatever the options, the cost to the Institute could be significantly more than the current recharges. Governors asked whether full cost recovery model and the VAT consideration and the Principal informed that VAT should be recoverable as an educational establishment and was currently recovered via the Local Authority.

**ACTION:** Governors  
(i) noted the updated Risk Register  
(ii) to receive further information on the new Education Company proposal.

**598. STRATEGIC PLAN 2017-19 AND PROGRESS ON MEETING KPI'S 2018/19**

**(a) Progress on KPI Indicators**

Governors considered KPI's where outstanding/very good progress had been made or maintained; areas where progress was of concern or slower than expected; and areas of good progress. Governors noted that a dip in achievement rates was not anticipated and could see an increase in learners progressing through level to level with year on year improvement.

Governors commended the improvement of attendance in Adult Skills learners by 2 percentage points particularly recognising the difficulty in this area. It was further noted that Community Learning had made less progress mainly due to Family Learning and Libraries where attendance was one off/drop in and so strategies and measures were being put in place to improve attendance and retention. Health & Fitness had been affected greater by non-attendance and Governors still thought that attendance in this area would not be priority for the learner as with other courses.

In relation to KPI 5 'to achieve year on year increase in the priority of enrolments from 7 wards with neighbourhoods in 20% most deprived in England', Governors noted that at the end of May 2019 the highest number were from Valentines 6.2%, Clemenstwood 6.2% and Loxford 6.1%. The Principal informed that this was a mid-year report and measures were in place including more work needed with schools, more analysis needed of priority groups and the KPI may need redefining. Governors had previously discussed GLA's intention to change the measure of disadvantage over the next few years and would be more targeted. Governors noted the Institute had already been addressing this and some wards were now more mixed. Governors asked of any plans to address movement across areas and informed that this relied on the Outreach programme; some issues would be about infrastructure but more analysis was needed on what learners in those areas were studying and how progression on further learning compared to other wards.

Governors noted good progression with more learners in Enrichment Activities through external visits (KPI 10). In relation to Management of Energy (KPI 18) Governors asked whether realistic for this to be constantly improved and informed that there were still ways of improving. Governors suggested solar panels and the Principal responded that this had been considered but there were high installation costs. Switch off campaigns had worked well in past and would be looked at again with the Facilities Manager including light sensors and a switch off drive for next steps involving students and looking at standby for computers and devices.

Governors were pleased to note improved average class sizes to above minimum course numbers (KPI 20) in areas across Adult Skills and Community Learning.

**(b) External Visits Log**

Governors noted the log of external visits as at July 2019.

**ACTION:** Governors noted

(i) Progress against KPI's

(ii) external visits undertaken during November 2018 to July 2019.

599.

**POLICIES/STRATEGIES**

**(a) Quality Improvement Framework** – the Framework required revision to reflect the new Ofsted Education Inspection Framework (EIF) to be implemented from September 2019. Governors considered the major changes needed that included updating the list of tutor briefing sheets for the Tutor Handbook and to meet EIF criteria; a new performance health checklist also in line with EIF criteria; and removal of the Assessment Appeal Procedure that was now included in the Assessment & Verification Policy. Governors noted the new section of 'process for withdrawal of a qualification'. Governors further noted the key processes in quality improvement that included support and intervention being in place at an early stage, including testing such as dyslexia, although not always evident of the full support needed, where for example medical diagnosis was not always given to the Institute. Governors asked whether learners were fully informed of support available and whether being brought to their attention. The Principal responded that interventions were in place along the learner journey and no indications of stigma to levels of support needed.

**(b) Progression Strategy** – Governors considered the new policy with learner engagement being key to progression. Governors commended the policy that included engagement activities and resources descriptions that could be developed further; and key priorities for the next academic year.

**(c) Disability Statement** – Governors noted the Statement had been updated to include support for learners with mental ill health as well as physical and or learning difficulty, as raised by Governors following their consideration in February 2019. Governors commented that the section on Impairment (2.2) referred to 'learning disabilities and mental illnesses and emphasised that learning disability was not an illness; and that 'impairment' should be considered in relation to issue of perception under the Equalities Act and this would be checked although it was anticipated that this section of the policy was derived from the Joint Equality Council. Governors recognised that this was a complex area and for a special consideration would need medical recognition and a special circumstance such as an exam that may also have cost implications.

**(d) Leave Policy** – Governors noted that support staff on LBR/NJC terms and conditions were entitled to 5 further days leave and needed to be incorporated into the Policy. The leave arrangements were to be implemented for Institute business support staff based on the national decision and backdated to April 2019.

**ACTION:**

- (i) Governors approved the following policies:
  - (a) Quality Improvement Framework
  - (b) Progression Strategy
  - (c) Disability Statement
  - (e) Leave Policy
- (ii) Governors to receive the updated Tutor Handbook for consideration at the meeting of the Full Governing Body in September 2019.

**600. EMPLOYABILITY HUB PROGRESS REPORT**

Governors noted that 190 individuals in 2017/18 had benefited from impartial information, advice and guidance and support in the Employability Hub at Gearies and Mildmay centres and that to date in 2018/19 across those hubs, and also the Hainault Hub, a total of 177 individuals across the 3 Hubs had been supported. Governors further noted that 90 of those individuals were current learners of which 31 were direct referrals from classes with 7 so far attending from Community IT, community interpreting, ESOL and ITQ 1 tutors and the remaining 83 were self-referred. Also 21 that attended in 2017/18 had continued to receive support in 2018/19. Governors discussed the impact of this including a total of 100 individual learners had progressed from the Hubs to the main provision with 228 overall progression enrolments on courses outlined to Governors. It was disappointing that the DWP funding would be ending.

Governors discussed impact of the Employability Hub including the importance, as a priority for employability, to know why individuals were using the Hub in order to provide the best possible service and outcome for the cost; to know how individuals had found out about the Hub; to see where users progressed onto. Other courses were noted including 'Signing'. Governors agreed that better feedback was needed from learners about the Hub and information from case studies with success stories. Also, more promotion was needed, particularly for some short courses and there were still not enough referrals, and although DWP was expected to refer their clients to providers had not really been working. Governors suggested the Institute's high profile and successful reputation could be used to lift visibility for promotion and the Principal responded that as well as this there was good evidence from case studies, information was given in relevant leaflets, and social media used. Information from case studies had been less this year due to staff vacancies and cover arrangements but priority was for fresh case studies next year. Governors noted that since starting the Hub 3 learners had successfully gained employment and although the number looked small in this respect recognised the impact this had for learners struggling to gain employment and other aspects involved and so much more than a drop in service and more progression to learning. Sometimes the number of individuals at the Hub was overwhelming and more staff were needed. One of the Governors confirmed tutor availability was limited and that tutor qualified volunteers, such as those provided by the Cranfield Trust, may be an opportunity for the Institute and the Principal would follow this up.

**ACTION:** Governors noted more robust evaluation of the service to be implemented to include

- (i) learner feedback on the Hub service
- (i) more timely case studies for promotion on the Institute website
- (ii) tracking outcomes of the service users
- (iii) the Principal would follow up opportunities for tutor qualified volunteers to support the Employability Hub.

**601. PROJECTS PROGRESS REPORTS**

**(a) English for Everyday** – Governors discussed the project with the Institute as project lead working with neighbouring boroughs that would help learners get the right type of English language provision to help integration. The project term was for one year from April 2019 with a target of 2088 starters and 1800 completers and total funding of £425,000. Governors discussed the progress to date, working with partners and challenges and risks. Governors noted that 91 learners had enrolled since April 2019 at 4 hubs between all partners and 19 hubs had been confirmed in total and 47 Ambassadors had been recruited. In relation to the profile breakdown for each month over the year from April 2019 Governors asked why the number of registered learners in March 2020 was nil and the Principal explained this was because funding would finish in March 2020. The profile in the first few months was lower so more to be done over the subsequent months. Governors asked about funding if all partners did not achieve their target and informed that funding would be withdrawn and most providers were stepping up but some were not. Furthermore if behind profile this would impact on further funding. Governors further questioned if there was flexibility where some partners were over target and some under and the Principal anticipated that some variation may be accepted as the overall priority was for needs in the North London area. Governors were informed of an event that was held on 8 July 2019 at City Gates with the leader attending to launch the project and celebrate learner achievement.

**ACTION:** Governors noted the progress report.

**(b) Opportunities Fair** – Governors discussed the event held on 20 June 2019 where the main focus was to promote employment and volunteering opportunities to learners and non-learners. Governors noted this was well attended in excess of 200 attendees and 25 external agencies/exhibitors and feedback from exhibitors was very positive. Governors were pleased to see UEL at the event and asked for an update on their involvement. The Principal informed that the New Beginnings course was being relocated to the Institute for students to develop to higher level and Governors were pleased to hear this and that individuals were already requesting interviews. Governors asked if employability was being tracked from the event and informed this was difficult and had previously used feedback forms for this purpose. A fuller report was made following last year's event in 2018 including interviews with volunteers and stakeholders but staff capacity to do this each time was not possible. Governors suggested exit points from the event could be an opportunity to give feedback. The Principal informed that the event had been provided wider than Institute learners and that this had been the result of previous feedback.



Governors gave feedback on the Art Exhibition held at the Institute last week that was outstanding.

**ACTION:** Governors noted the report.

## 602. **ARRANGEMENTS 2019/20**

### **(a) Term of Office**

Kathleen Atkins, Student Governor, term of office was due to end in July 2019 and Governors agreed that she would be reappointed.

Governors noted that Mo Rahee's term of office would be ending in September 2019 and would be due for consideration at the meeting in September 2019.

**ACTION:** Kathleen Atkins was re-appointed as Student Governor.

### **(b) Link Governors 2019/20**

Governors considered allocation to Link Governor roles and agreed that they would continue in their present roles except for the following changes for link roles that were previously allocated to Deanna Clarke :

David O'Donoghue to Learning Support.

Margaret Partridge to Vocational /Classroom based.

**ACTION:** Governors agreed allocations to Link Governor roles.

### **(c) Performance Review Board 2019/20**

Governors considered the draft schedule of Performance Review Board meetings 2019 for the period 11 November 2019 to 2 December 2019 and that allocation of the relevant Link Governors would now be included.

Margaret Partridge and David O'Donoghue would attend the Leadership & Management meeting and the external reviewer was to be confirmed for that meeting. The external reviewer would also be confirmed for the RCVS sub-contractor meeting.

**ACTION:** Governors noted.

### **(d) Membership of Sub-Committees 2019/20**

Governors reviewed allocation to the Monitoring of Performance, Staffing and F&GP Committees. Governors proposed to combine Staffing and Finance & General Purposes into one Committee and that the start time of the meeting would be 5.30pm.

Governors wanted to stay on the same committees for continuity.

**ACTION:** Governors agreed that:

- (i) Membership of committees would remain the same
- (ii) the Staffing and F&GP Committees would be combined and for the start time of the meeting to be 5.30pm.

**(e) Cycle of Governing Body Meetings 2019/20**

Governors considered the proposed meeting dates for the next academic year 2019/20.

**ACTION:** Governors agreed dates and time of meeting as proposed but amended to incorporate the combined Staffing and F&GP sub-committees as agreed.

**603. FUTURE MEETINGS**

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

**Wednesday 25 September 2019 at 6.00pm**

Governors further noted the next meeting of the combined Staffing/F&GP Committee on:

Wednesday 20 November 2019 at 5.30pm

**Meeting closed 4.00pm.**

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