GOVERNING BODY

MINUTES OF THE MEETING OF THE FULL GOVERNING BODY HELD AT THE GANTS HILL CAMPUS ON FRIDAY 10TH JULY 2026 AT 1.00PM

PRESENT: Lesley Seary (Chair), William Pickford (Principal), Mark Foulds and Caroline McGlynn.

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Also in attendance: David Coleman, Assistant Principal Student Services
Maria Sotiriou, Assistant Principal Curriculum
Liz Hannam, LA Representative
Janis Lane (Clerk to Governors).
Quorum 4 for this meeting awaiting appointments.

1. **APOLOGIES FOR ABSENCE** were received from Malcolm Crichard, Julian Ellerby and Mo Rahee.

2. **DECLARATIONS OF INTEREST** – Caroline McGlynn and Mark Foulds declared their interest in respect of UEL and CPV respectively (minute 6 refers). There were no other declarations of any personal and/or pecuniary interests in any of the agenda items of this meeting**.**

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3. **MINUTES -** The Non-Confidential Minutes of the Full Governing Body meeting held on 4th June 2026 were confirmed and signed as a true record of the meeting.

4. **MATTERS ARISING –** there were no matters arising that were not agenda items.

5. **CONSTITUTION AND MEMBERSHIP OF THE GOVERNING BODY -** Governors
   - **(a)** received the resignation of Stephanie Webber, Learner Interest Governor, and were informed that the Chair of Governors and Principal were reviewing applications received for the vacancy. Caroline McGlynn and Mark Foulds would help with interviews ready for September 2026.
   - **(b)** noted the end of term of office for Olive Hamilton-Andrews in July 2026 leaving a vacancy.
   - **(c)** noted updated membership and that there was 1 vacancy for Learner Interest Governor, 1 Co-opted Governor and 3 vacancies for Local Authority Governors for which nominations were awaited from the Local Authority. Governors gave their sincere best wishes to Anne Sachs, previous Local Authority Governor, for a speedy recovery.
   - **(d)** noted that recruitment to the vacancies would continue and intention to recruit by the end of the Summer term.
   - **(e)** noted the record of Governors' Attendance to date.
   - **(f)** Governors were updated of the Instrument & Articles, that had been with the Local Authority for the past 2.5 years for ratification by the Cabinet, and were still awaited and expected by July 2026. Liz Hannam, Local Authority Representative, updated that it was unlikely that a response would be received from the Council Cabinet before September 2026 and that she would pursue and update Governors at the next meeting in the Autumn term 2026.

ACTION: Governors to receive updates at the next FGB meeting in the Autumn term 2026:

- **(i) recruitment to the vacancies**
- **(ii) progress with the Cabinet on ratification of the Instrument & Articles.**

6. STRATEGIC UPDATE

Strategic Engagement – Governors discussed Stakeholder Engagement, and in respect Goodmayes, Loxford and Hainault wards, Inclusive Learning Register and underperforming groups. The Alumni partnership was strong.

Governors' Dashboard: Governors discussed current Amber ratings:

Funding Performance – Governors were updated that the funded value of enrolled and planned learning aims (4176) had developed as well as possible but did not currently meet the required target (4811) to meet the AS and FCFJ allocations. Funding forecasting needed to be more accurate. The 98% target of GLA grant would be achieved but the target had been increased to 102% as GLA would pay for 2% over-delivery and the difference would be met through sub-contracts. The increase in value of qualification would achieve the funding target with less learners.

Governors discussed the proposed move for the Institute to use accommodation in Ilford Town Hall and this included 3 areas (2 classrooms and a learning lounge). There were some legalities to go through with the Director of Regeneration and Growth and refurbishment for the 3 areas would take place over the Summer for purchase and installation of equipment totalling £36,000. Governors noted other options considered but the Town Hall proposal would be good central accommodation for Learners.

Governors asked how long the accommodation would be available for the Institute; and how much of the total cost would not be recoverable by the Institute if the accommodation was no longer available? The 3 areas would provide a permanent presence in the South of the Borough that was important for the Institute, and having searched for some time, and would be available until somewhere else suitable was found. Of the total cost £8,500 was for permanent refurbishment such as flooring but the remainder would be the Institute's resources and Governors agreed this was reasonable. In response to Governors it was confirmed that 3 quotations had been obtained for the refurbishment.

Governors raised whether there would be plenty of signage and information for Learners? Arrangements would be made for information about the venue and offer that would include one year qualification courses so that the learning journey could continue.

Governors asked of any written agreement/contract with LBR and in relation to any personnel change and how leaving the accommodation could affect Learners? A Memorandum of Association would be agreed for signing; and a learner would not be disadvantaged with any change in the arrangement.

ACTION: Governors agreed to proceed with the proposal for accommodation at Ilford Town Hall and refurbishment total cost of £36,000.

Financial Performance – The Link Governor, Mo Rahee had given feedback that the budget remained a balanced budget for 2026/27 and that adjustments had been made between budget lines to reflect accurately such as tenant fees, some grants, corporate training, IT and Computing .

Governors discussed Social Care and was priority care in the Borough where a Social Care Academy was being developed in the Gants Hill area covering a range of services, accessible to Redbridge residents, including residential and domiciliary. The initial cost to the Institute for purchase/installation of technical equipment would be £8,000 to £10,000. The Local Authority Representative offered to match fund so a joint enterprise with the LA as a good Council facility.

The Principal informed Governors of wanting the Institute to be more ambitious such as developing a vocational room (room 14) with basic training equipment to develop social care skills and work with employers towards employment. Caroline McGlynn, as Academic Lead UEL, informed of the Health Hub at UEL where trainee adult nurses complete a placement in a non-medical environment for progression also included midwifery, mental health nursing, doctor training, a nursing academy and would arrange with the Principal to observe the set up for further insight. Governors agreed this would be a good relationship for the Institute and UEL and Learners could visit.

Governors asked whether Trainers would be equipped/skilled to use the equipment being installed? Mark Foulds gave feedback on the Skills Academy across the London Boroughs – Mark declared an interest as Strategic Director of Care Providers Voice (CPV) - and informed massively in favour for the Institute to work in this way and fantastic what the Institute was doing particularly for Redbridge residents. Governors agreed that the initial cost of £8,000 to £10,000 was good to get something started. Caroline Mcglynn, who declared an interest with UEL, would give contacts and information from UEL colleagues to share with the Principal and introduce the Principal to the UEL Team to build a partnership with the Institute that would be good for pathways and progression.

Governors were updated that there was no certainty of the arrangement with Mary Ward due to their financial position and if Mary Ward withdrew from the Institute the room used could have the potential for more growth. The situation would be reviewed during the year and a greater understanding was anticipated from this September/October for continuation of the arrangement.

Attendance & Retention – Governors were updated that Attendance Adult Skills 91.82% was below target of 93% and Retention Adult Skills 95.3% was below target 96%.

Average Class Sizes – were noted below target**.**

7. STATUTORY POLICIES

Governors noted that there were changes including all staff expenses were processed through ITrent. Budget management reflected LBR process and aligned to LBR Standing Orders. A full review of the Policy was deferred until the Autumn term 2026.

ACTION: Governors agreed to review the Finance Policy at the next FGB meeting.

8. LINK GOVERNOR ACTIVITY

Governors noted the current Link Governor Activity and would consider further at the first meeting of the new Academic Year 2026/27 when new Governors may have been appointed.

ACTION: Governors to consider further and allocation of Link Governors at the next meeting.

9. FUTURE MEETINGS OF THE FULL GOVERNING BODY - Governors

(a) noted there were no further meetings scheduled for the Academic Year 2025/26
(b) noted the forthcoming Learners' Awards Ceremony on Tuesday 10th November 2026 to which the LBR Mayor and New Skills portfolio member would be invited.
(c) agreed meetings for the Academic Year 2026/27:

Autumn Term 2026	Thursday 1st October 2026 at 6pm
	Thursday 10th December 2026 at 6pm
Spring Term 2027	Wednesday 10th March 2027 at 6pm ONLINE
Summer Term 2027	Thursday 27th May 2027 at 6pm
	Friday 9th July 2027 9.00am to 2.30pm
	including Leadership & Governance Conference.

(d) **noted the next FGB meeting on Thursday 1st October 2026 at 6pm**

10. CONFIDENTIAL ITEMS – there were none.

Meeting Closed 1.55pm

Signature Chair of Governors…… Date……