

LTE Group Board

Minutes of the meeting of the LTE Group Board held at 9:00am on Wednesday 20th July 2022 at the offices of LTE Group Openshaw, Manchester

Present: John Hacking, Phil Lanigan, Paula Cole, Rhona Bradley, Tim Sargeant, Malcolm Sugden, Barry Lynch, Adam White, John Thornhill (CEO)

Apologies: Philip Johnson (Chair), Jenifer Burden MBE, Jacqueline Dunn, Pauline Waterhouse OBE, Nicholas Garbett, Liz Jaques, Anika Ephraim

In Attendance: Peter Cox (MD Novus), Alison Close (Chief Finance Officer), Lorna Lloyd-Williams (Company Secretary & General Counsel), Lisa O' Loughlin (Principal, The Manchester College), Kate MacKenzie (Deputy Company Secretary & Solicitor) and Melanie Nicholson (MD Total People), Angela Hunter (MD Group Operations), Linda Barlow (Assistant Company Secretary and Legal Officer)

DRAFT MINUTES: PART A

	The meeting opened at 09.06 and was quorate with at least 7 governors present.
	In the absence of the Chair and Vice–Chair, members agreed that John Hacking would chair the meeting.
23/22	APOLOGIES Apologies were received and accepted from Philip Johnson (Chair), Jenifer Burden, Jacqueline Dunn, Pauline Waterhouse, Nicholas Garbett, Liz Jaques and Anika Ephraim
24/22	DECLARATIONS OF INTEREST Declarations of interest were made by the executive team in relation to the executive scorecard agenda item. The Company Secretary made a declaration regarding the agenda item asking for ratification of the written resolution appointing her. Committee chairs declared an interest in relation to the governance agenda item.
25/22	PART A MINUTES OF THE MEETING HELD ON 29 MARCH The part A minutes of the meeting held on 29 th March 2022 were approved as an accurate record to be signed by the Chair.
26/22	FINANCE <u>Financial Regulations</u> On the recommendation of the Audit and Risk committee it was Resolved to approve the financial regulations. <u>Northenden deposit account</u> The Board noting that the sale of Northenden having been completed, the account balance was zero and therefore there was no longer a requirement for this account it was

Resolved to close the Northenden deposit account.

TTATCL bank account

The Board noted that the balance had been transferred to Total People to reduce the intercompany balance between TTATCL and TP and that it was the Groups intention to make this a dormant entity as the company has not traded in the year and this would prevent the need to register TTATCL for making tax digital. It was

Resolved to close the TTATCL bank account.

Data Protection policy

On the recommendation of the Audit and risk committee it was

Resolved to approve the amended Group Data Protection Policy.

It was also noted that the audit and risk committee had agreed a final one-year extension on the internal auditor's contract.

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GROUP QUALITY UPDATE

Edward Lack (Group Quality Director) joined the meeting

The Group Quality Director provided an end of year update giving an overview of the last 3 months and the quality strategy going forward. The Board were advised that the Group would be launching a group wide quality improvement group and the context, future and rationale was set out for the Board. The Group would be able to provide key metrics detailed in a rag rated scorecard to the Group Board so that going forward it can see progress against quality metrics across the business units.

The Board also noted the following:

TMC – hitting most of targets and matters were proceeding well in relation to quality although attendance remained an issue. The Board noted that there is now a sub judgment to the Education Inspection Framework regarding meeting local needs which would come into effect from September and all SARs would be amended to incorporate this agenda. The Board were also advised that T Levels would come into scope for inspection in 23/24. The Principal spoke to the Board regarding ALPs and the challenges with learners not having sat exams because of covid and qualifications now being harder.

Novus- the Board were advised that this remained a very challenging environment as prisons had not returned to business as usual. However, the Group were confident that it would meet the 60% self-assessment target for Novus only provision. The Board were advised that it was likely that Ofsted will return to a separate provider grade for prison education. It was noted that Novus was implementing a strategy to support learners. The Board were also advised of the CPD work undertaken in the business unit and that the impact of this was starting to be seen. Furthermore, that a number of staff had qualified as Ofsted inspectors including staff working in Novus.

UCEN Manchester- very strong position and in an outstanding position in nearly every quality measure with continuation rates trending at 7% above benchmark. Key area of focus had been the NSS survey and the Board were advised that there is some work to be done in relation to learner services.

Total People – The Board were advised the quality position is challenging due to the recent inspection but the grade profile puts Total People in a good position to see progress by the time of the Ofsted monitoring visit. Steps that were being taken to improve quality were the implementation of a post inspection improvement plan and embedding a quality team in Total People. Out of funding learners were also discussed and it was noted that by September there should be no learners that were more than 7 months out of funding which evidenced that progress had been made.

MOL – strong provision regarding both outcomes and learner satisfaction and the Board noted that an ILR would be undertaken in the next academic year.

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GOVERNANCE

Before discussing governance issues, the Board considered a recommendation from The Manchester College Divisional Board and

Resolved to approve the sub- contracting policy

In relation to governance issues the Board

Resolved:

1. To make the following appointments in relation to committee and divisional Board chairs for the academic year 2022/23:

- Adam White – chair of the IESG committee
- Pauline Waterhouse- chair of the Manchester College
- John Hacking-chair of UCEN Manchester
- Malcolm Sugden-chair of Novus
- Tim Sargeant- chair of Group Operations
- Phil Lanigan- chair of Audit & Risk committee
- John Hacking-chair of Remuneration committee.

It was also

Resolved to appoint Phillip Johnson as the Chair of the LTE Group Board.

2. To appoint Paula Cole for a further term of office of three years as a governor to run consecutively from the end of her current appointment.

3. To appoint Tim Sargeant for a further term of office of three years as governor to run consecutively from the end of his current appointment.

4. To appoint Malcolm Bruce to the Total People Board for a term of one year from 1st August 2022. The Board were provided with details of Malcom's background and experience.

5. Appoint a selection panel consisting of the CEO and at least three other members of the Corporation for the recruitment of the Principal. Further that delegated authority should be granted to the Chair to determine the three Corporation members.

The Board were advised that the Governance Committee was continuing its work on succession planning and this might impact on membership of committees and boards. The Committee may therefore recommend changes to membership during the year, but the Board was also asked to note that the Scheme of

	Delegation delegated the authority to appoint to or amend the membership of boards and committees if required as a matter of expediency to the Group Chair.
	RESOLVED that as the items to be considered are deemed commercially sensitive, the Board move into confidential session.
	Chair Date