

LTE Group Board

DATE: 14th December 2023

VENUE: Click Studio, City Campus 9.30-5.15pm

Present: Phil Lanigan, Paula Cole, Rhona Bradley, Tim Sargeant (Teams), Malcolm Sugden, Barry Lynch, Adam White, Philip Johnson (Chair), Jenifer Burden, (Teams), Amber Ambereen, Nicholas Garbett, Garry Bridges and Ann Limb (Teams)

Apologies: Anika Ephraim, Angela Hunter and Malcom Todd

In Attendance: Lorna Lloyd-Williams (Company Secretary & General Counsel), Kate McKenzie (Deputy Co Sec and Solicitor), Peter Cox (MD Novus), Alison Close (Chief Finance Officer), Rachel Curry (Principal, The Manchester College), Melanie Nicholson (MD Total People), Stephen Exley head of Policy PR and Public Affairs joined the meeting. (item 14 only), Ed Lack (Group Director of Quality) item 15 only, Paul Taylor (HRD) item 16 only, Christopher Paisley and Richard Lee KMPG (item 17-19 only)

DRAFT PART A MINUTES

	The staff and student governors together with members of the executive team joined the meeting. The unrestricted part of the meeting commenced at 10.17 am.
31.23/24	APOLOGIES Apologies were received and accepted from Malcolm Todd, Anika Ephraim and Angela Hunter.
32.23/24	DECLARATIONS OF INTEREST There were no declarations of interest.
33.23/24	MINUTES OF THE MEETING 19 10 2023 (Part A & Part B) and Special Meeting 06 11 2023 The minutes of the meeting of the 19 th October were approved as a true and correct record. Additionally, the minutes of the special meeting on the 6 th November 2023 were approved as a true and correct record.
34.23/24	MATTERS ARISING

	<p>The Company Secretary advised that there were two matters that were intentionally outstanding:</p> <ol style="list-style-type: none"> 1. Additional Health and Safety training which was planned to be incorporated into the March Board meeting 2. The inclusion of reporting on B3 conditions at future UCEN divisional Board and Group Board meetings.
<p>35.23/24</p>	<p>UPDATE ON POLICY DISCUSSIONS</p> <p>12.07 The Head of Policy PR and Public Affairs joined the meeting.</p> <p>It was explained that the executive wished to have a discussion with the Board post the kings speech and the party conferences. The Board has also received the Groups white paper. Steven Exley provided an update to the Board on the current political situation and talked through his presentation taking members firstly through the key pertinent points for the Group from the Conservative party and Labour party conferences.</p> <p>12.15 Amber Ambereen joined the meeting</p> <p>The Board were also advised of the LTE Group presence at the Labour party conference with a panel discussion led by Ann Limb. Members contributed their views. Regarding the King’s speech and the Advance British Standard, it was noted that this would be a long term 10-year plan and that further details of the consultation had just been issued. It was noted that the OfS would be issued with statutory guidance directing it to impose recruitment limits on providers with provision found to be in breach of its student outcomes registration condition and members were also advised of pending devolution deals</p> <p>12.32 Jenifer Burden left the meeting and the meeting remained quorate.</p> <p>Members also considered the general election outlook and the implications for the Group with it being noted the biggest risk was in relation to the PES. The CEO updated on the work that was being undertaken in relation to the groups recently published white paper. Members were asked to give their views regarding the timeline through to 2025. Members commended the work and commented that the election timeline should not be an excuse to avoid undertaking challenging matters but indicated they were supportive.</p> <p>12.52 the Board broke for lunch and Ann Limb left the meeting</p>
<p>36.23/24</p>	<p>ANNUAL REPORT OF THE AUDIT & RISK COMMITTEE</p> <p>The Chair of ARC advised that the report was in accordance with the post 16 Audit Code of Practice and took the Board through the report. Members were advised that the committee received regular reports from both internal audit and external auditors. The committee had overseen the internal audit and had retendered and reappointed RSM. Members were advised that the internal audit annual report had been lengthy due to the changes in requirements.</p>

	<p>In the last year the committee had specifically looked at cyber security with an external report produced and discussion regarding the approach to be taken with the Head of IS. Members noted that payroll had been scrutinised in a couple of areas and particularly regarding issues in respect of pay to Leavers. The committee had also monitored the position on the pension fund and pensionable pay as it had come to light that there had been wrong payments over a few years. Members were advised that this was in the process of being resolved. The Board also noted that the committee had received a report on data protection and PIDs and received a report every committee on H&S across the group and regarding this were moving towards also including the monitoring of health and wellbeing. It was also noted that no change was required to the committee's terms of reference and that they remained consistent with the requirements of the Post 16 Audit Code of Practice 2022-23.</p> <p>It was Resolved to accept the annual report of the Audit & Risk committee</p>
<p>37.23/24</p>	<p>AUDIT & RISK COMMITTEE MINUTES 28.11.23</p> <p>The Board had received these for information and noted that H&S mandatory training compliance had improved.</p>
<p>38.23/24</p>	<p>Freedom of Information Policy recommended by ARC)</p> <p>It was Resolved to approve the Freedom of information Policy</p>
	<p>The meeting closed at 17.00</p>
	<p>Signed: Chair: Dated:</p>