

## LTE Group Board

Minutes of the meeting of the LTE Group Board held on Tuesday 20 March 2018, in Room OP118 at 9:00am

Present: Kimoni Bell, Jenifer Burden, Christine Carroll, Kenneth Clark, John Hacking, Barry Lynch, Adrian Mills, Sue Murphy CBE (Chair), Malcolm Sugden, John Thornhill and Pauline Waterhouse OBE.

Apologies: Philip Johnson, Phil Lanigan and Kate Macdonald

In Attendance: Peter Cox (MD Novus), Rob Cressey (Group Finance Director), Linda Dean (MD Total People Ltd), Jennifer Foote MBE (Company Secretary & General Counsel), Gary Hughes (Group Marketing and External Relations Director), Lisa O' Loughlin (Principal, The Manchester College), Kate MacKenzie (Assistant Company Secretary & Solicitor), Jennifer McKenna (Assistant Company Secretary) and Paul Taylor (Chief Operating Officer).

John Evans (Vice Principal, Quality) for Minute No. 04/18

Lindsey Johnson (Vice Principal, Curriculum and Support) for Minute No. 05/18

### Part A

03/18	<p><b>Part A Minutes of the Meeting held on 12 December 2017</b></p> <p>The part A minutes of the meeting held on 12 December 2017 were approved as an accurate record and signed by the Chair, subject to noting that Kenneth Clark should be recorded as not attending.</p>
04/18	<p><b>Group SAR</b></p> <p><i>John Evans joined the meeting for this item.</i></p> <p>The Board received the consolidated summary self-assessment report for 2016/17 for LTE Group. Reference was made to the HE evaluation within the report and how the self-assessed grades had been tailored to reflect a HE environment rather than adopting the Ofsted standard of grades 1-4. The SAR process for Total People was now also undertaken in line with the group timeline and had benefitted from being part of the formal process.</p> <p>In response to a query, the Principal was confident in recommending the report to the Board as a robust and accurate reflection of the quality of provision and services throughout the group for the previous year.</p> <p>The Board referenced student satisfaction in HE and it was explained that this had been influenced by two particular courses during the year. The issue had since been resolved and the HE student satisfaction statistics for the current year were anticipated to reflect this upward trend.</p> <p>Governors were informed that there had been a cultural shift in teaching from support focussed to aspirational challenge. This was welcomed and endorsed.</p>

	<p>It was confirmed that QIPs were monitored in depth at the relevant divisional board but that a summary could be brought to a future meeting of the Group Board.</p> <p>The Board referenced IT provision and support and sought assurance that improvements had been made in this area. It was confirmed that solution focused cross group working had resulted in evidence of a positive impact on the student experience and further IT investment had been secured. However, the Board directed that perceived lack of resource should never be an excuse for poor teaching.</p> <p>The Board welcomed the delegation of quality into business units and reflected on the need now for a consistency of practice across the group. In addition the need for robust formative assessment of effectiveness was recognised as a challenge.</p> <p><b>RESOLVED</b> that the LTE Group consolidated SAR for 2016/17 be approved.</p>
<p><b>05/18</b></p>	<p><b>Equality &amp; Diversity Annual Report</b></p> <p><i>The Board welcomed Lindsey Johnson to her first meeting.</i></p> <p>The Board received the presentation of the Vice Principal, Curriculum and Support on proposals to embed the reporting and scrutiny of equality and diversity across the group within the business units and subsidiaries as an ongoing process, rather than reporting annually via a cross group report. This monitoring would also include gender pay gap statistics.</p> <p>It was suggested that the current equality objectives adopted by the Board would benefit from an additional objective recognising the active promotion of inclusivity at subsidiary and business unit level.</p> <p>It was further proposed that the current link governor for Safeguarding (Kate Macdonald) should work with the Vice Principal, Curriculum and Support to determine how the scope and remit of that role in the future could encompass both safeguarding and equality &amp; diversity.</p> <p>The Board accepted that equality and diversity should be monitored regularly and consistently as part of business as usual but reflected that the annual report provided a useful summary for external stakeholders. It was agreed that the information considered at business unit level could be aggregated into a group wide summary as necessary and that this summary could still be considered at Group Board level annually.</p> <p><b>RESOLVED</b> that</p> <ol style="list-style-type: none"> <li>1. The annual equality and diversity report for 2016/17 be approved by the Group Chair under delegated powers;</li> <li>2. The three equality objectives as set out in the report be adopted as the overarching objectives for LTE Group;</li> <li>3. The scrutiny and oversight of equality and diversity be delegated to divisional and subsidiary boards, with a summary report as necessary presented for the consideration of the Group Board;</li> <li>4. Further work be undertaken on the scope and remit of a link governor for Safeguarding and Equality &amp; Diversity with the current incumbent for consideration by the Board at a future date.</li> </ol>

<p><b>06/18</b></p>	<p><b>Governance Update</b></p> <p>With reference to Minute No. 84/17 the Board received notice that the DfE had commenced a due diligence exercise as part of its review of the s.28 designation request. This would include a visit to Openshaw in April.</p> <p>A skills needs analysis had recently been undertaken by the Governance Committee and a search had now commenced to identify potential candidates to join either the Group Board or the Divisional Boards to address the skills gaps identified.</p> <p>The commencement of remuneration was progressing against the scheduled start date of 1 April. Governors were requested to approve amendments to both the Instrument of Government and Standing Orders to reflect the remuneration process.</p> <p>The Board considered the suggestion made by the Governance Committee that, regardless of progress towards the statutory group structure, an election for staff governors should be commenced.</p> <p>The meetings schedule for the group for 2018/19 was considered. Two potential dates existed for the strategic away days in May 2019 and the Chair directed that these should be emailed to all members to determine which would be the most popular date.</p> <p><b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1. Clause 7 of the Instrument of Government be amended to reflect that acceptance of remuneration as a trustee did not constitute employment for the purposes of that clause;</li> <li>2. Standing Orders be amended to reflect the annual appointment of all chairs within the group by the LTE Group Board;</li> <li>3. The meeting schedule for 2018/19 be approved, with the Chair to approve the dates for the strategy days in May 2019 following consultation with Board members;</li> <li>4. The outcome of the skills needs analysis undertaken by the Governance Committee be approved and progressed;</li> <li>5. Staff governor elections be held in order for the appointment of two staff governors to be made at the July Board, recognising that such appointments be made for the two candidates with the highest number of votes, regardless of contract designation.</li> </ol>
<p><b>07/18</b></p>	<p><b>Part A Minutes of Divisional &amp; Committee Meetings</b></p> <p>Part A minutes of the following Divisional Boards and Committees were presented for consideration:</p> <p>FE Divisional Board held on 7 March 2018          HE Divisional Board 8 March 2018          Group Operations Divisional Board held on 28 February 2018          Audit &amp; Risk held on 9 March 2018          Governance Committee held on 25 February 2018</p>
	<p><b>RESOLVED</b> that as the items to be considered are deemed commercially sensitive, the Board move into confidential session.</p>

	<p><b>Chair</b> .....</p> <p><b>Date</b> .....</p>
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The meeting closed at 4:30pm