

LTE Group Board

Minutes of the meeting of the LTE Group Board held on Tuesday 16 July 2019 in OP116, Openshaw

Present: Kimoni Bell, Amina Bhodania, Jenifer Burden, Philip Johnson, Phil Lanigan, Barry Lynch, Katrina Michel, Adrian Mills, Sue Murphy CBE (Chair), Paul Pritchard, Malcolm Sugden, John Thornhill (CEO), Pauline Waterhouse OBE and Adam White.

Apology: John Hacking

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), Kile Moyana (Assistant Company Secretary & Legal Officer) and Paul Taylor (Chief Operating Officer).

The Board noted that this was the last Board meeting of both Kimoni Bell and Adrian Mills. On behalf of the Board, the Chair thanked them for their commitment and valued contribution during their terms of office and wished them both well for the future.

Part A

21/19	<p>Part A Minutes of the Meeting held on 2 April and of the Special Meeting held on the 21 May 2019.</p> <p>The part A minutes of the meeting held on 2 April and the special meeting held on 21 May 2019 were approved as an accurate record and signed by the Chair.</p>
22/19	<p>Further Education Insolvency Regime in Practice</p> <p>The Board considered the implications of the recent application of the insolvency regime for Further Education. Members discussed potential changes to the regulatory regime which might fall from recent cases of poor leadership in colleges. It was agreed that, whilst it was necessary to be mindful of the issues which had recently come to light, the Board was assured that it had both a robust set of internal controls in place and a pragmatic understanding of forward thinking. The risks associated with the potential damage to the reputation of the sector were discussed, particularly the impact on relations with banks. Governors considered that the Board was sufficiently skilled to be able to undertake its responsibilities sensibly and prudently.</p>
23/18	<p>Minutes of the Audit & Risk Committee 18 June 2019</p> <p>The Board received the minutes of the Audit & Risk Committee held on 18 June 2019.</p> <p>RESOLVED that the Group Data Protection Policy be approved and that future reviews be conducted on a three year cycle (A&R Minute No 16/19 refers).</p>

<p>24/19</p>	<p>Part A Minutes of Divisional Board Meetings</p> <p>Part A minutes of the following Divisional Boards were presented for consideration:</p> <p>TMC Divisional Board held on 3 May and 5 July UCEN Manchester Divisional Board 21 June</p> <p>It was noted that the Group Equality and Diversity Report for 2018/19 would be considered at LTE Group Board in October (TMC Minute No 12/19 refers).</p> <p>The Board recognised the role of the UCEN Manchester Board as the oversight committee for the purposes of OfS (UCEN Minute No 18/19 refers).</p>
<p>25/19</p>	<p>Strategic Plan – Communication</p> <p>Following discussions at the Strategic Forum held in May, the Board received an outline of the proposed timescale for the communication of the Vision 2025 strategy. The communication strategy was delineated to articulate both internal and external stakeholder communication together with a timeline highlighting key sign-off points for the strategy.</p> <p>The Board directed that, as part of the drafting of the strategy, a series of measurable targets should be included for the Group Board to measure progress against.</p>
<p>26/19</p>	<p>Group Quality Performance Summary</p> <p>The Board received the report of the Principal of The Manchester College on the summary of quality performance across the group in her role as group quality lead. At group level this indicated a strong position at the end of the year with foundations for a continued improvement trend.</p> <p>TMC Members received a summary of achievement over a three year trend for overall, 16-18, 19+, Basic Skills, Diplomas and L3 Diplomas. For comparison the same data for Leeds City College (lauded for fast improvement) and Grimbsy Institute (an Ofsted ‘outstanding’ large urban institution) were submitted. The current national benchmark was also included. The Board welcomed the significant percentage point increase year on year and the highly favorable position of TMC against its two comparator institutions and national benchmark. In respect of predicated achievement for 2018/19 it was anticipated that targets would be met, that value added scores would increase further and that high grades would deliver a modest increase at all levels.</p> <p>Novus The Novus Ofsted profile for 2018/19 as at July was submitted for information. It was noted that, of the 16 inspections undertaken in 2018/19, eight had been grade 2, seven grade 3 and one grade 4. Lesson observation summary data together with a summary of learner outcomes was also submitted and indicated that Novus had remained at broadly the same level on quality metrics throughout the year.</p>

	<p>Total People The Board received details of overall achievement rates and timely achievement rates for Total People, with a prior year trend and comparison with other independent training providers for context. The Board noted that whilst overall achievement rates were consistent with the business plan and above national rates, timely achievement rates, although in line with national rates, required improvement. The Board discussed the actions to improve timely achievement rates and welcomed the sharing of best practice across the group as a means of driving standards and increasing success.</p> <p>MOL This continued to evidence strong trends against its performance metrics profile, with the maintenance of an average grade 1 from Awarding Organisations.</p> <p>UCEN Manchester The three year trend for attendance, retention and achievement was submitted. Whilst a dip had occurred in 2017/18 it was anticipated that achievement rates for 2018/19 would evidence and improvement both on prior year and as a trend. It was confirmed that UCEN Manchester was well positioned to build on its TEF silver rating to retain this at the next assessment before aspiring to TEF gold at a future assessment. It was confirmed that as the TEF assessments would be applied to individual areas of provision in future it was entirely feasible that UCEN would achieve TEF gold in some discrete areas ahead of any overall assessment.</p> <p>Group Operations Using the SAR as a benchmark for quality assessment it was confirmed that the profile for all areas of Group Operations was predominantly 2 (with finance graded 'outstanding'). It remained an aspiration to move all areas to this grade in the future.</p> <p>Future challenges for business units were articulated and discussed, particularly as part of the convergent landscape where more areas of provision had the future potential to fall within the Ofsted inspection remit. Priorities for the Group Quality Team were outlined and it was agreed that the Principal, in her Group Quality Lead role should attend the autumn round of divisional boards to explain the role of the Group Quality Team and how this shared expertise could be used by all business units to drive quality standards throughout the group.</p> <p><i>Phil Lanigan left the meeting</i></p>
27/19	<p>Annual Group Safeguarding Report</p> <p>The Principal presented the annual safeguarding report for the group. It was understood that safeguarding was actively monitored at each divisional board and that the report under consideration represented an annual summary for regulatory purposes.</p> <p>Governors chose to focus on the significant increase in mental health concerns and questioned whether the Group had allocated sufficient resource to address the growing challenge. It was confirmed that specific strategies to deal with mental health issues were currently under development and would be presented to a future meeting. In addition it was agreed the scope and importance of the challenge should not be underestimated. The college and other parts of the group were working with other agencies both to ensure a holistic approach to issues as they arose and to maximise the benefit of co-investment in resource to tackle the issue.</p>

	<p>Future safeguarding developments to be undertaken, in addition to mental health and wellbeing specific initiatives, included the development of an emergency planning process (with IT alerts and lock down procedures), new on-line training and the development of a consistency of safeguarding reporting across the group.</p> <p>RESOLVED that the annual safeguarding report be approved.</p> <p><i>Jenifer Burden left the meeting.</i></p>
<p>28/19</p>	<p>Governance Update and Governance Committee Minutes</p> <p>The Board received the update on governance issues to be determined prior to the start of the following year, together with the minutes of the meeting of the Governance Committee held on 24 June. Chairs were appointed for the following year, to commence 1 August. No governor took part in the decision relating to their own appointment. It was noted that, as separate subsidiary companies Total People and Novus Cambria did not require the annual appointment of a chair. However, continuation of Barry Lynch as Chair of TP and Malcolm Sugden as Chair of Novus Cambria was endorsed.</p> <p>Governors noted with thanks the commitment of Adrian Mills, Kimoni Bell and Barbara Rollin during their time in office and wished them well for the future.</p> <p>The Board also noted that a report had been submitted to the members of the Independent Governance Review Panel in respect of the first full year of remuneration of trustees of the corporation. The panel had been content that the remuneration had been undertaken transparently and in accordance with the permission as set out by the Charity Commission.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1. Cllr Sue Murphy CBE be appointed Group Chair for 2019/20; 2. Committee and Divisional Board Chairs for 2019/20 be appointed as follows: <ul style="list-style-type: none"> TMC – Pauline Waterhouse OBE UCEN Manchester – John Hacking Novus – Sue Murphy CBE Group Operations – Philip Johnson MOL- Barry Lynch Audit & Risk – Phil Lanigan IESG – Philip Johnson Remuneration – John Hacking Governance – Jenifer Burden Appointments – Sue Murphy CBE 3. John Hacking be appointed for a further term of office of three years to run consecutively from the end of his current term (13 September), and that such a course of action be recognised as a measured and appropriate response to the retention of leadership during the implementation of several concurrent key strategic projects; 4. Monica Brij, Paul Candelent, Louise DuRose and Peter Winter be re-appointed as co-optees to serve a further term of three years from 31 July;

	<ol style="list-style-type: none"> 5. Paula Cole and Tim Sargeant be appointed as governors of LTE Group for a first term of office of three years (for Paula Cole from 16 July and Tim Sargeant from 13 September); 6. The discharge of the requirement to convene a review of remuneration by the Independent Review Panel as required by the order permitting remuneration from the Charity Commission be recognised; 7. Pending a review of the role of nominated safeguarding governor, the Board acknowledge its collective responsibility for the discharge of its responsibilities under safeguarding legislation (Governance Committee Minute No 05/19 refers).
	<p>RESOLVED that as the items to be considered are deemed commercially sensitive, the Board move into confidential session.</p>
	<p>Chair</p> <p>Date</p>

The meeting closed at 3:10pm