

LTE Group Board

Minutes of the meeting of the LTE Group Board held on Tuesday 17 July 2018, in Room OP118 at 9:00am

Present: Kimoni Bell, Christine Carroll, Kenneth Clark, John Hacking, Philip Johnson, Phil Lanigan, Barry Lynch, Kate Macdonald, Adrian Mills, Sue Murphy CBE (Chair), Malcolm Sugden, John Thornhill, Pauline Waterhouse OBE and Adam White.

Apologies: Jenifer Burden

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), and Paul Taylor (Chief Operating Officer).

Lindsey Johnson (Vice Principal, Curriculum and Support) for Minute No. 35/18

Kash Barlow (Project Director) for Minute No. 39/18

On behalf of the Board, the Chair welcomed Adam White to his first meeting as a governor.

The Board recorded its thanks for the valued contribution and commitment made by Christine Carrol and Kenneth Clark at their last meeting as staff governors.

Part A

33/18	<p>Part A Minutes of the Meeting held on 20 March 2018</p> <p>The part A minutes of the meeting held on 20 March 2018 were approved as an accurate record and signed by the Chair.</p>
34/18	<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</p> <p>The focus at divisional board level had been on improving quality throughout the organisation at a faster pace. In respect of the college, governors had challenged the progress against the Post Inspection Action Plan at each meeting and triangulated outcomes through direct contact with both staff and students. The Chair of the TMC Board gave assurance that the board had undertaken a deep scrutiny of pedagogical improvement and would continue this, with a focus on campus level leadership from September 2018. The Board in turn directed that there was a need not merely to ensure speedy improvement but that this improvement could then be sustained.</p>

	<p>Governors discussed the overall achievement rate for TMC, with a breakdown of this by provision level, three trend and national benchmark against four comparator colleges. In response to a query it was explained that the four colleges had been chosen as their cohort broadly represented a similar cohort to TMC but they currently held an Ofsted G1 or 2. The Board received assurance that TMC rates compared very favourably to both the national rates and the comparator college rates. The Board referenced the predicated achievement rates for 16-18 L2 and L3 provision and recognised that this represented a strong improvement.</p> <p>The Board was informed that a bid had been submitted for the Strategic College Improvement Fund and that Leeds City College had been allocated as the partner organisation.</p> <p>A strategic discussion had commenced with Manchester City Council to inform the shape of the curriculum in TMC in order to support to city economic skills plan. TMC would work jointly with MCC to deliver against this.</p> <p>Novus The Novus Ofsted profile for 2017/18 as at July was submitted for information. It was understood that the current year represented a slight improvement on the profile for the year before but governors assessed that, whilst the grade profile for the London region had improved, work still needed to be undertaken to ensure a consistently good profile across the area.</p> <p>Total People The Board received details of overall achievement rates and timely achievement rates for Total People against a two year trend, national rates and three comparator organisations. Predicated overall achievement rates for 2017/18 were expected to be above the 16/17 national rate. One area was highlighted as being below minimum standards and assurance was received from the TP Board of Directors that this was closely monitored by them. The provision transferred from TMC remained under close scrutiny.</p> <p>MOL This continued to evidence strong trends against its performance metrics profile, particularly in respect of its CiPD delivery with 100% pass rates for its L3 and L5 provision (though the Board noted a decrease in retention at L5).</p> <p>UCEN Manchester The Board noted that attendance and retention had improved from 2016/17, though achievement rates were not yet available. Destination data also evidenced an upward trend. The Chair of the UCEN divisional board informed the meeting that the challenge for the next year remained achieving or exceeding the enrolment targets whilst ensuring a quality learning experience, but that the UCEN Board delivered appropriate challenge and scrutiny to give assurance to the Group Board that this would be achieved.</p>
35/18	<p>Annual Group Safeguarding Report</p> <p><i>Lyndsey Johnson attended for this item.</i></p> <p>The Vice Principal, Curriculum and Support presented the annual report safeguarding across the group. The report also contained an update on progress against revision of key policies with safeguarding aspects.</p> <p>The Board focused on the continued implementation of the Prevent agenda and the letter from Lord Agnew recognising the good practice in this area by The Manchester College was shared as part of the report.</p>

	<p>At the request of the Board an update was given on DBS process review and completion of mandatory training, in addition to details of how safeguarding was undertaken in all the differing parts of the group. Safeguarding would continue to be a standing item on divisional board agenda where appropriate.</p> <p>The Board reflected that the group had demonstrated a strong and appropriate degree of compliance with safeguarding responsibilities and that the Board considered that it had discharged its responsibilities to this effect during the year.</p>
<p>36/18</p>	<p>Minutes of the Audit & Risk Committee 22 May 2018</p> <p>The Board received the minutes of the Audit & Risk Committee held on 22 May 2018.</p> <p>RESOLVED that</p> <ol style="list-style-type: none"> 1. the revised Group Health & safety policy and policy statement be approved (A&R Minute No. 17/18 refers) 2. RSM be appointed internal auditors for the year 2018/19 and the internal audit strategy as endorsed by the Chair of the Audit & Risk Committee, be approved.
<p>37/18</p>	<p>Governance Update</p> <p>With reference to Minute No. 06/18 the Board received the update on governance issues to be determined prior to the start of the following year. The Board noted the resignations of Paul Chisnell and Andrew Simpkin. Governors recognised their commitment during their time as co-optees. Chairs were appointed for the following year, to commence 1 August. No governor took part in the decision relating to their own appointment.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1. Cllr Sue Murphy CBE be appointed Group Chair for 2018/19; 2. Committee and Divisional Board Chairs for 2018/19 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 (pending the outcome of the Group Ops review) Audit & Risk – Phil Lanigan IESG – Philip Johnson Remuneration – John Hacking Total People – Barry Lynch Novus Cambria – Malcolm Sugden Governance – Adrian Mills Appointments – Sue Murphy 3. Paul Pritchard and Amina Bhodania be appointed as staff governors for a term of office of three years from 1 August 2018.

<p>38/18</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 22 June 2018 UCEN Manchester Divisional Board 29 June 2018</p> <p>RESOLVED that the application for registration with the Office for Students for LTE Group t/a UCEN Manchester be endorsed (UCEN Minute No. 19/18 refers).</p>
<p>39/18</p>	<p>Group Behaviours</p> <p><i>Kash Barlow attended for this item.</i></p> <p>With reference to Minute No. 31/18, the Board received the update on the progress of the development of a group behaviours framework. Following a wide consultation process the three core behaviours had been identified as aspiration, respect and collaboration. These in turn would be underpinned by examples of how these could be demonstrated (or otherwise). A timetable for launch and roll out of the framework was also submitted. The Board was happy to endorse the framework but suggested that the importance of embedding the behaviours in the culture of the organisation would benefit from their inclusion in any revised performance management system earlier than illustrated in the timeline submitted.</p>
	<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 4:15pm