

LUMINATE EDUCATION GROUP

<p style="text-align: center;">DRAFT MINUTES OF THE EXTRAORDINARY MEETING OF THE KEIGHLEY COLLEGE BOARD HELD ON WEDNESDAY 17 NOVEMBER 2021</p>

Present

Colin Booth	Group CEO
Matt Findull	Co-optee
Caroline Firth	Co-optee
Kate Gledhill	Co-optee
Ian Hargreaves	Co-optee
Jon Skurr	Co-optee
David Yates (Chair)	Governor

The quorum for the meeting was three members (including at least one governor)

In Attendance

Mala Dhillon	Group Director of Development
Melanie Halstead	Director of Governance
Bill Jones	Deputy CEO and Principal, Leeds City College
Carol Layall	Director, Quality of Education
Kirsty Lister	Head of Quality Standards
Kevin O'hare (up to item 5)	Interim Principal, Keighley College
Gemma Simmons-Blench	Deputy CEO Curriculum and Quality

The meeting took place remotely via Google Meet and started at 5pm

MEETING ADMINISTRATION

1. Welcome and Apologies for Absence

The Chair welcomed Caroline Firth and Jon Skurr to their first meeting of the Keighley College Board as co-opted members and Kevin O'hare as Interim Principal. Apologies for absence were received from Jamie Sunter (staff member). Naz Kazmi (co-optee) was also absent from the meeting.

2. Determination of Observers/Attendees at the Meeting

The board agreed attendees/observers at the meeting as per the above attendance list.

3. Declaration of Interests in Agenda Items

The Chair reminded board members of the requirement to declare their interest in any agenda items; whilst there were none specific to the agenda for this meeting, board members' standing declarations were noted.

ITEMS OF BUSINESS

4. Staffing Update

Separate confidential minutes refer.

5. College Self-Assessment 2020/21, Student Outcomes and Draft Rapid Improvement Plan for 2021/22

In advance of the meeting board members had been provided with the college's draft Self-Assessment Report (SAR) for 2020/21, including student outcomes data. The performance of Keighley College had declined in 2020/21, its achievement rates in particular. It was confirmed that Keighley College was now effectively in 'special measures', necessitating a robust Rapid Improvement Plan.

The Chair reminded members that at its meeting held in June 2021 the board had been informed of some dips in performance and, having questioned this, had received assurances that based on overall performance the college's self-assessment for 2020/21 would remain a Grade 2 (Good), albeit towards the bottom end of a Grade 2. The board therefore reflected on the performance data presented to it during 2020/21, noting that the inaccuracy in predictions had resulted in misleading data being presented to the executive, the quality team and the board. A number of ways in which to strengthen governor oversight during 2021/22 were suggested, including:

- Updating the link governor arrangements to reflect changes in board membership and the college's Rapid Improvement Plan
- Repeat of Luminate Group Induction for new board members
- Task & Finish Group(s) and/or additional board meetings to focus on elements of the rapid improvement plan
- Individual board member review sessions with the Chair of the Board and Director of Governance

For the benefit of new board members, and as a refresher for other board members, the Director of Quality of Education explained the SAR process. It was reported that intensive support was being provided to Keighley College by the Luminate quality team, with impact being discussed on a daily basis. The Head of Quality Standards then outlined how the overall judgements within the SAR had been triangulated and validated.

Following scrutiny, the board approved the college's draft self-assessment report for 2020/21 including the following judgements:

Judgement Area	Judgement 2019/20	Judgement 2020/21
Overall Effectiveness	2	4
Quality of Education	2	4
Behaviour and Attitudes	2	3
Personal Development	2	3
Leadership and Management	2	4
Programmes for Young People	2	4
Adult Learning Programmes	2	4
Apprenticeships	2	3
Provision for Learners with High Needs	2	4

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STAFFING UPDATE

The board was informed of the circumstances leading to the recent departure of the Principal of Keighley College, the interim leadership arrangements in place, and the plans/timescale for appointing a permanent Principal. It was reported that a collective grievance against the Principal had been submitted by the four Heads of Department which had resulted in the suspension of the Principal pending an investigation, and a subsequent settlement agreement being agreed by the group board in October 2021. Arrangements had been put into place swiftly to appoint the Interim Principal.

The board also received interim feedback from the investigating officer (Group Director of Development). The Group Director of Development shared with the board the methodology used for investigating the issues raised and the key themes arising. Board members went on to discuss the group's recruitment strategy for management posts and its use of exit interviews. The Chair and one co-opted member of the Keighley College Board had participated in the selection process for the Principal post and both confirmed the robustness of the process. However, it was accepted that the exit interview process needed strengthening across the group. It was acknowledged that many of the issues identified during the investigation had occurred during the Covid-19 pandemic and during a period when the Luminare Group was the subject of a serious cyber-attack. Notwithstanding that, the group board had emphasised the need for a lessons learnt review into the issues identified from the collective grievance, along with a review of the group's systems and processes. Recognising the Corporation's duty of care as employer, group board members had also sought and received assurance that support had been provided to the staff involved.

Having heard that the data presented to the board in June had been misleading, members queried whether that had formed part of the investigation. The Deputy CEO Curriculum and Quality

accepted that due to inaccuracies in predictions the data presented had been misleading. As Keighley College was now effectively in 'special measures', a robust Rapid Improvement Plan had been presented separately at this meeting. A peer review/audit of the college's QA processes was also suggested which the Deputy CEO Curriculum and Quality undertook to consider.

In conclusion, the Chair confirmed that the final outcomes of the investigation and any recommendations arising would be shared with the board once finalised.

The meeting closed at 6.40pm

Signed: (Chair)

Date: