

LUMINATE EDUCATION GROUP

MINUTES OF THE MEETING OF THE KEIGHLEY COLLEGE BOARD HELD ON WEDNESDAY 13 MARCH 2024

Present

Nimra Abid	(to Item 5d)	Student Member
Colin Booth		Group CEO & Governor
Chris Cuthell		Co-optee
Matt Findull		Co-optee
Caroline Firth	(from item 8 to 13a)	Co-optee
Kate Gledhill	(from item 5b)	Co-optee
Tim Rogers		Co-optee
Jo Rusden	(up to item 10)	Staff Member
David Yates	(Chair)	Governor

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

In Attendance

James Broadhurst	(to item 9)	Project Coordinator to ELT
Andrea Cowans	(from item 9 & to item 15)	Director Student Life
Umair Hussain		Senior Finance Business Partner
Carol Layall	(from item 11 & to item 13)	Director Quality
Kevin O'hare		Principal, Keighley College
Michelle Ritchie		Governance Manager
Gemma Simmons-Blench		Deputy CEO Curriculum & Quality
Kate Walsh	(up to item 10)	Education Team, Bradford Council
Sara Valentini	(from item 11 & to item 13)	Business Engagement Officer
Paul Ward		Head of Finance & Business Partnering
David Warren	(to item 11)	Group Vice Principal Development

The meeting took place in the boardroom, Keighley College, and started at 4:00pm.

MEETING ADMINISTRATION AND GOVERNANCE

1. Welcome and Apologies for Absence

Apologies were received from Aisha Ali Khan (Co-optee).

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

Board members were reminded of the requirement to declare their interest in any agenda items. Declarations noted, as per the Declarations of Interest register:

- Kevin O'Hare is a Trustee Keighley Creative Hub
- David Warren is a member of the Keighley Town Fund board

4. Minutes of the Meeting held on 22 November 2023 and Rolling List of Actions and Matters Arising

The board considered the draft minutes of its meeting held on 22 November 2023, and the rolling list of actions/matters arising from previous meetings, noting that many were now complete and some were on the agenda for today's meeting.

RESOLVED:

That the minutes of the meeting of the board held on 22 November 2023 be approved as an accurate record and signed by the Chair.

5. Communications

a) Chair's and Group CEO Update

The Group CEO's update confirmed group board approval of the *2022/23 Year End Audit and Accounts; 2022/23 FE Self-Assessment Report (SAR)* and associated *Quality Improvement Plan (QIP)* and group *Strategic and Operational Development Plan 2023/24*. At an extraordinary group board in January 2024, governors reviewed and approved updates to the *Curriculum, Student Growth and Property Strategy* and gave approval to proceed with the Pudsey Sixth Form College project (subject to construction contract costs being within the agreed budget and ESFA approval to rephrasing of loan drawdown).

The Chair and Principal reported back on highlights from the recent KC Board Away Day, in particular the department carousel visits and review of college opportunities and threats for the coming year.

The Group CEO stated that group board had started to consider strategic priorities for 2024/25 and these would be confirmed in due course.

b) Feedback from Link Governors

There had been four Link Governor visits (HR & EDI, SEND, Regional Strategy & Skills and Safeguarding) since the November meeting and reports would be shared via VBR. Of particular note, the Safeguarding Link Governor highlighted the low number of concerns relating to ethnic minority males against their white counterparts. The low reporting numbers did not mirror the college or community demographic, a reporting issue that the safeguarding team were aware of and seeking to address.

The Chair confirmed that Chris Cuthell would pick up the vacant Link Governor Finance role on a temporary basis.

c) Update from Student Member

The student member advised that Students' Union elections were underway and the new SU President and Officers would be announced on 21 March at the Printworks campus, Leeds. It was noted that week commencing 27 November would be dedicated to raising awareness of knife crime, providing resources about its risks and consequences. Plans for an end of year culture day had commenced.

d) Any other communications

The Chair confirmed that plans to open an academic sixth form college in Keighley have been given the go-ahead by the government. 'New College Keighley' had an online profile that suggested a September 2025 or September 2026 opening. The location remained unknown. The Group CEO expressed concern that forecast 16-18 year old demographic numbers in the Keighley area would not enable two colleges to coexist. The Chair asked that New College Keighley be discussed at the next meeting as an emerging risk to KC.

6. Board Effectiveness

The Board Effectiveness paper stated that overall, members were satisfied that the board had operated effectively throughout the previous year, fulfilling its terms of reference and adding value to the college. In terms of strengthening the board membership, the Governance Manager advised that an advert for a new board member would be published on LinkedIn by the end of the month and invited board members and attendees to share the advert amongst their networks.

In response to a question posed by the Group CEO on the quality of papers, board members responded with varied views however all agreed that enhancements could be made to financial reporting, mid-year assurance reports and overall data quality.

PART 2 - STRATEGY AND POLICY

7. Annual Accountability Agreement

As a follow-up to the KC Board Away Day discussion, board members considered five draft KC targets for inclusion in the Luminare Accountability Agreement. KC board members agreed the five broad target themes of; STEM7 skills; Advanced Manufacturing Hub; digital technology training for the construction industry; school collaborations and Bradford City of Culture 2025.

In response to a question about demonstrating ambition, the Principal responded that the targets must be workable and meaningful for Keighley College. Following a discussion about the purpose of the targets board members recommended a cautious approach to ensure regulatory bodies could assess clear progress.

KC Board members requested more time to review the how the themes fit in context of the larger Luminare document. The Governance Manager undertook to share the draft Accountability Agreement and KC targets via email.

RESOLVED:

Board members agreed the Keighley College targets identified for inclusion in Luminare's Accountability Agreement statement for 2024/25

8. Principal's Report

The following updates were discussed as part of the Principal's Report:

a) College update & progress against strategic priorities 2023/24:

The Principal provided board members with a progress update against the strategic priorities (SP) 2023/24 giving particular attention to SP3 and SP5. With regards *SP3 Contribute to Bradford's sustainability agenda*, KC would deliver 'green skills' courses and a stand-alone Electric Vehicle training course. Vulnerable students at KC were engaged in a Tesco Food project. With regards *SP5 Develop an Improved People Strategy*: whilst the staffing issues in the construction areas had generally settled down there were still issues with plumbing and electrical. A new Programme Manager HE had been recruited.

The Principal shared a photo of the Keighley Photographic Society that were using facilities at KC demonstrating community engagement.

b) Review of Risk Register 2023/24

Board members were informed by the Chair that the report table had changed to provide stronger assurance that mitigating actions were affecting college risks. The Principal had worked with the new Luminare Risk & Assurance Manager to assess controls and

presented a robust report. The Deputy CEO Curriculum and Quality confirmed that the mitigations were nuanced to challenges within specific sectors.

It was noted that the following risks had increased as a result of the review:

KC7 Critical Failure of mechanical/electrical systems

KC8 Failure to comply with awarding organisation requirement

KC14 Failure to improve quality of English and Maths provision

KC15 Adult Hub (Towns Fund) delayed due to impact of stalled Health Hub in Keighley

RESOLVED:

Board approved the latest iteration of the risk register including the changes made to existing risks.

9. Bradford Educational Context

KC Board Member, Matt Findull, in his role as Programme Lead, Education & Skills Department, Bradford Council presented alongside his colleague, Kate Walsh. The board heard that Keighley constituency has the lowest number and rate of NEET and Not Known young people in the Bradford District, at 2.2% (54). Bradford's overall rate is 4%. The overall Keighley 16-18 cohort is 2502. The board reflected on hypothetical NEET and Not Know student numbers of 80 and it was confirmed that KC has space to accommodate these students.

The presentation provided contextual information on local demographics such as Keighley claimants data. It was noted that in January 2024 the claimant statistic for England was 3.8%, the overall Bradford statistic was higher at 6.9% and Keighley Central was higher again at 9.1% and 5.3 percentage points above the England figure. Board discussion progressed to demographics trends observed in SEND and young carers.

The presentation drew from best practice research elsewhere such as 'Born in Bradford', a big data initiative that tracks the lives of 30,000 Bradfordions to find out what influences health and wellbeing of families. University of Warwick had developed a statistical model to identify those at risk of NEET which focussed on current Year 10 students. In Keighley, Year 10 'persistently absent' i.e. absent more than 10%, is a real issue averaging 50% of the year group at each of the four Keighley feeder schools. The Group CEO supported greater collaborative working with Bradford Council and schools, including the use of Data Sharing Agreements, to match potential NEET students onto courses early at KC.

The Director of Student Life advised that within the Leeds City region Level 2 and below was a pressure point for 16-18 student places but working on enrolment collaboratively with schools and school lists was proving effective. The Chair invited the Director of Student Life to follow-up with Bradford Council contacts made within the meeting.

10. Keighley Towns Fund – Adult Skills Hub

A smaller £0.95m fully funded Towns Fund project had been secured to fund the creation and fit out of a new Adult Skills Hub in Keighley. The Group VP Development explained that two issues had arose with the chosen location of NHS Health & Wellbeing Centre. The NHS Health & Wellbeing Centre was now expected to open mid 2027 which did not align with Luminare's drawdown end date of March 2026 and the lease had been revised to less favourable terms.

The board heard that the Capital Projects team and KC Principal had researched other location options and the most favourable of these was Keighley Creative Arts Hub. The Keighley Creative Arts Hub intended to utilise the top floor and further negotiations were required to ensure the Adult Skills Hub could also fit in the building. Board members were

reassured that a plan C location was also being sought and they were content for the Chair and Principal to explore other opportunities with the Capital Projects team if required.

RESOLVED:

The board endorsed a recommendation to the Property Strategy Committee that Keighley College informs the NHS and the Towns Fund Board of the intention to withdraw from the Health & Wellbeing Centre and progress with an alternative location of Keighley Creative Arts Hub.

PART 3 – PERFORMANCE MONITORING AND SCRUTINY

11. OFSTED and the Role of Governors

The Deputy CEO Curriculum and Quality continued Away Day discussions around the role of governors in OFSTED. Board members were encouraged to challenge and seek assurance on the following four themes: civic responsibility, community engagement, working with employers and working with education providers.

The Group CEO confirmed that board members and particularly Governors may be invited to meet skills inspectors on day one of the OFSTED visit. Following discussion on the types of evidence that skills inspectors required from governors, the board agreed a three point approach to ensuring its members and the college was fully prepared. The Chair agreed a new Ofsted standing agenda item that would provide evidence of impact in the four themes (themes as outlined above); lists of what was already happening would be prepared and Tim Rogers was confirmed as the KC Ofsted Link Governor with scope for a second if required.

12. Quality of Education

a) In Year Student Data

In year retention was strong and at 95.9%, overall retention is 3.3 percentage points higher than the national rate. Although a focus, attendance levels at 86.7% were above LCC and HC. Weekly attendance reports were proving an effective tool to spotting where intervention was required. Board members queried a data calculation within the paper and the Director of Quality undertook to circulate a revised paper. Apprenticeships were on track to meet target.

With regards the 'On Entry Survey, KC results were strong with 95.3% of learners reporting that they felt welcome on their first day at college and 96% said their tutors had helped them settle in. It was noted that the On Programme survey was underway and results would be presented at the June board meeting.

b) Progress against QIP (Quality Improvement Plan)

The report highlighted that the Construction and Building Services remained an at-risk area due to staffing concerns around retention and recruitment. Plumbing and Electrical posed the greatest challenge. The Director of Quality assured the board that the QIP was closely monitored by the Central Quality Team and via the Executive Leadership Team.

Board members challenged as to why all actions were BRAG rated as amber and the Director of Quality confirmed this was due to the reporting period and that it was too early in the year to say what impact the actions were having. The Chair suggested that the BRAG rating be either removed or explained within future QIP reports.

c) Actual Destinations

Constructive feedback was received on data quality (e.g. correct terminology when referring to Not Known) which will be reflected within future reports.

PART 4 – FINANCE

13. Finance Papers

a) Financial Position and Forecast 2023/24

The Head of Finance and Business Partnering confirmed that the EBITDA position at the end of January 2024 of (£450k) represents an adverse performance against the budget of (£428k) by £22k. This is the net result of income of being above budget by £57k, offset by an overspend of £79k against expenditure. In summary, the overall EBITDA was on track to budget but slightly off Q2.

The exceptional growth fund was confirmed as not yet included in the figures. Lag funding was discussed. Board members requested clarity on why the agency costs were over budget –the Principal attributed this primarily to the recruitment challenges within plumbing and electrical. The finance representatives undertook to provide more detailed assurance to the Finance Link Governor outside of the meeting.

b) 2024/25 Operating Budget Assumptions

The Head of Business and Partnering presented the operating budget assumptions for KC and Luminare consolidated budget 2024/25. It was noted that for 2024/25 the full year impact of the December 2023 pay award and the increase in the employers' contribution to the Teachers' Pension Scheme are expected to limit the improvements that are able to be made in the EBITDA that can be generated by the KC.

PART 5 – ASSURANCE REPORTING

Board members were invited to send questions in advance of the meeting none were received.

14. EDI Annual Assurance Report

An executive summary was provided highlighting key demographic statistics of KC staff and students. Eight actions were listed as college EDI priorities for the coming year and the Chair queried where progress against the EDI Roadmap featured and suggested that that this be reported on within the next update.

15. Mid Year Assurance Reports

The following mid-year assurance reports were received: Safeguarding & Prevent, SEND, Health & Safety and People Services.

In response to a question from the Chair, the Governance Manager confirmed that Safeguarding training was provided at the Joint FE Development Day in October 2023 and that links to revised guidance had been circulated via email. The guidance and links would be recirculated to non-respondents.

The meeting closed at 7:25pm

Signed: (Chair)

Date: