

LUMINATE EDUCATION GROUP

MINUTES OF THE MEETING OF THE KEIGHLEY COLLEGE BOARD HELD ON WEDNESDAY 26 JUNE 2024

Present

Nimra Abid	Student Member
Colin Booth	Group CEO & Governor
Matt Findull	Co-optee
Caroline Firth (from item 6)	Co-optee
Kate Gledhill	Co-optee
Tim Rogers	Co-optee
Jo Rusden	Staff Member
David Yates (Chair)	Governor

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

In Attendance

Clare Fitzgerald	Head of Stakeholder Engagement
Umair Hussain	Senior Finance Business Partner
Bill Jones	Deputy CEO & Executive Principal Leeds City College
Carol Layall (from item 10 & to item 11)	Director Quality
Kevin O'Hare	Principal, Keighley College
Emma Rich (from item 6 to item 7)	Support Manager
Michelle Ritchie	Governance Manager
Gemma Simmons-Blench	Deputy CEO Curriculum & Quality
Christopher Thornton	Director of Inclusive Provision & SEND
Paul Ward	Head of Finance & Business Partnering

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) and Chris Cuthell (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 and the following statements were made:

- Caroline Firth: Temporary role, communications on behalf of Yvette Cooper MP
- Tim Rogers: Appointed Chair of Keighley Town Board

4. Minutes of the Meeting held on 13 March 2024 and Rolling List of Actions and Matters Arising

The board considered the draft minutes of its meeting held on 13 March 2024, 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 13 March 2024 be approved as an accurate record and signed by the Chair.

5. Communications

a) Update from Chair including feedback from Group Board

David Yates has stepped down as Chair of KC Board but will retain Group Board membership and other roles within the group. Matt Findull is Keighley College (KC) Board chair as of 1 July 2024. Kate Gledhill has stepped down due to challenging work commitments. It was also Nimra Abid's last board meeting and the new student member (Lexi Harney) will meet board members in the autumn term.

The Chair's update from group board included confirmation that the Group Data Protection Policy had been agreed and was available to view within the governor portal. It was reported that, changes to the staff contract i.e. extended leave and notice period were working their way through the trade unions. Board members expressed support for the proposed improvements and requested a comparison table of existing and new contract terms for reference purposes.

The Group CEO provided a progress update on the Pudsey Sixth Form College and Harrogate College capital projects. It was noted that pre-construction work had started in Pudsey and that a Judicial Review had stalled the Harrogate College project.

b) Feedback from Luminate Employer Board

The Head of Stakeholder Engagement attended the Luminate Employer Board in May and relayed the following from that meeting: Employer Board members received information about the group's skills approach, including business planning to meet regional skills needs, the group's *Accountability Agreement* and *Skills Statement* and Harrogate College's employer engagement programme. An external speaker from NCFE spoke about curriculum reform. Information was shared about the aims of the Local Skills Improvement Fund and the creation of potential satellite centres in Keighley, Bradford and Kirklees. Members received an *Agriculture, Environmental and Animal Care Sector Summary Report*. A copy of the report is provided within the governor portal.

c) Feedback from Link Governors

There had been three Link Governor meetings since March: HR/EDI, Regional Strategy and Finance. The HR meeting highlighted that some vacancies, particularly plumbing, remained challenging to fill and that new recruitment approaches had not yet delivered results. Link governor feedback forms had been uploaded to the governor portal.

d) Update from Student Member

The Student Member had been interviewed for their view of EDI in practice within the group and if observed amongst ELT members. Their positive viewpoint was shared with the board, including reference to the College of Sanctuary status.

The Chair thanked the Student Member for their hard work as a Student Officer and board member.

PART 2 - STRATEGY AND POLICY

6. Deep Dive Inclusive Provision and SEND

The Deep Dive into Inclusive Provision and SEND at KC was presented with a foreword on the group vision and strategy. The Director of Inclusive Provision & SEND highlighted that the government's *SEND & Alternative Provision Improvement Plan*, published in March 2023 had, so far, shown little impact on Post-16 delivery.

The Support Manager provided local SEND data for the board to consider. It was noted that Bradford has the second largest cohort of children with an EHC Plan in a 'non-county' Learning Authority in the country. The number of EHC Plans had increased 74% from 3441 (December 2019) to 6001 (December 2023). The current figure was estimated at 6500. Board members were reassured that whilst the volume of learners created challenges the group had an infrastructure in place to support these young people.

The Link Governor SEND noted that young people with SEND were often outperforming their peers. This was attributed to the college's interventions, strong links with parents/carers and specialist mentors. Board members encouraged the college to continue strengthening relations with feeder schools and engage them on discussion about forecast SEND student numbers.

A hard copy of the Student Voice newsletter was provided within the meeting and an action taken to circulate an electronic version.

7. Principal's Reports

a) Progress against strategic priorities:

Reported under Strategic Priority 1, KC will be reorganised from four curriculum departments to provision led; 16-19 Study Programmes, Adult Learning (including SEND) and Apprenticeships. The Principal explained that the reorganisation is strategic (aligns to OFSTED) and brings efficiencies.

Highlighted under Strategic Priority 2, the Bradford Council NEET index was becoming more sophisticated at forecasting potential issues in FE student attendance. Matt Findull reported that data had been well received by schools.

Activity linked to Strategic Priority 3 was reported at agenda item 6.

Under Strategic Priority 4, the Deputy CEO & Executive Principal Leeds City College confirmed that a group wide 'Teaching Roles Assessment Panel' had been established to review Programme Managers roles with a view to reducing line management responsibilities in staff shortage areas and therefore enabling them to take on more teaching hours.

Other highlights included; Winner Bradford Sanctuary Seekers Education Awards 2024, Guardian interview with ESOL students, Look North interview with the Student Member.

b) College Risk Register 2023/24

The board discussed and agreed that the emerging risk from New College Keighley be added to the risk register. Whilst there was no location information it was understood that the project would progress and was targeting 1000 learners. Board members debated the quality of existing A Level provision across Keighley and the impact of forecast stagnant student numbers with another provider in the mix.

Pudsey Sixth Form College was cited by the Group CEO as an example of local schools working together and a similar consultative approach was recommended for KC. The Principal confirmed that dedicated discussion time would be provided for board members at the Strategic Away Day in February.

The Group CEO highlighted that a change in government would present a new opportunity to write to the Secretary of State and Local MP stating the case for a different use of these levelling up funds. The Principal undertook to provide initial draft letters.

RESOLVED: The board approved that latest iteration of the risk register.

c) Proposed SODP 'Quality & HR Targets' 2024/25

Board members received the KC Quality Targets 2024/25 intended for inclusion in the Group Strategic and Operational Development Plan (SODP). The HR targets were delayed due to the staff survey results pending some analysis. The Governance Manager undertook to share the HR targets via email when they became available.

RESOLVED:

The board agreed to recommend to the targets to group board for inclusion in the Luminare Group Strategic and Operational Development Plan (SODP) 2024.

d) Draft 2024/25 Operating Budget

The KC draft operating budget was presented by the Head of Finance & Business Planning who explained how it had been developed from the ground up, with risk analysis and overlay factors applied. The Chair brought the boards attention to the forecast EBITDA and that the college was on a positive journey towards reducing its deficit but the 2024/25 EBITDA target is £19,000/ (0.2%) and therefore the margin for error is tight.

In response to a question on staffing resource, the Principal explained that historically the college had a high spend on agency staff but there was a more stable staffing base now.

RESOLVED:

The board agree to recommend the draft operating budget to group board.

8. Keighley College Skills Contribution

The Deputy CEO Curriculum and Quality confirmed Tim Rogers was the Link Skills Governor. In relation to KC's skills contribution, the Head of Stakeholder Engagement presented on the college's coordinated approach to communications, marketing, social media and personal connections. KC engages with 500 employers, including, public sector, large employers, charity sector, community-based organisations, SMEs and sole traders. KPIs will be in place by end of September and internal monthly measuring and monitoring of impact planned. It was noted that the Employer Engagement Strategy was undergoing a refresh.

The Chair summarised that the new operating model at KC would work well with the approach presented.

9. Keighley Towns Fund Projects – progress update

The Principal provided a verbal update on both Keighley Towns Fund projects. The Advanced Manufacturing Hub lease legalities were still with lawyers. The Adult Hub was experiencing some delays due to third party (East Street Arts) temporary funding issues but this was not expected to derail the project. The East Street Arts project was at RIBA stage 3 and KC was in the design designing planning stage.

PART 3 – PERFORMANCE MONITORING AND SCRUTINY

10. Quality of Education:

a) On Programme Survey Results

The Director of Quality explained that the survey results reflected a strong performance from the college. The Quality Team would identify themes and bring them back with actions to the November board meeting. Board members observed that the response rates had significantly increased making an improved performance across most question banks even more impressive.

Progress against QIP

The BRAG ratings were highlighted and it was noted that final outcomes in August would affect those still rated Amber. The Director of Quality informed the board that the 'Value Added' scores were significantly above target.

b) Predicted Student Outcomes

Known issues such as Apprenticeship End Point Assessments were on the relevant staffing radar and board members were informed that the issue reflected the national picture. A Luminare wide approach taken to supporting 4000 English and 4000 maths students across the group had been successful in terms of logistics and exam attendance. KC's high exam attendance numbers was a contributing factor.

KC was commended for its improvement in accuracy around predications and the assurance this gave the board. The Director of Quality undertook to add Level 2 Apprenticeship data to future reports.

11. Financial Position and Forecast

Board members received the Financial Position and Forecast in a new dashboard format. Whilst £628k additional expenditure was mostly staffing costs the overall financial position was improving.

The Chair thanked board members, the Principal and attendees for their contributions and signed off that he would remain a friend of KC from within Group Board.

The meeting closed at 6:50pm

Signed: (Chair)

Date: