



Minutes of the meeting of the Governing Body of  
The City Literary Institute held on 17 October 2023, 5-6pm  
Room 4, Wellbeing Centre, City Lit

**Governors Present:**

Donna Birkett Baida  
Edward Breen (Staff Governor)  
Clancy Gebler Davies (Student Governor)  
Colin Jones

Simon Judge  
Christine Kinnear  
Mark Malcomson (Principal)  
Lindsay Nicholson (Chair)

Alison Pike  
Jill Westerman (Deputy Chair)  
Hayley White

**In attendance:** Paul Evans (Chief Financial Officer), Wendy McKaig (Vice Principal)

**Clerk:** Katrina O'Sullivan

**Standing items**

**23/85 Apologies for absence**

There were apologies for absence received from Lucy Arnold Courtney who was unwell with covid. Mark Lever was also absent as he was currently on a sabbatical for three months (until 23 December 2023) and the Board was content to **support** this absence.

**23/86 Declarations of Interest**

There was one declaration of interest received from the staff governor, Edward Breen, relating to minute *item 23/87 membership – staff governor appointment*. It was agreed that Edward and Management (bar the Principal) would leave the meeting for this item.

**23/87 Membership: staff governor appointment**

The Board was pleased to **ratify** the reappointment of Edward Breen who had been elected by staff to serve a second term of four years as staff governor from 17 October 2023-October 2027.

**23/88 Minutes of the previous meeting**

The minutes of the meeting held on 4 July 2023 were **approved** as an accurate record.

**23/89 Matters Arising Not Appearing Elsewhere**

The Chair reminded governors that the meeting was purposely shorter in order for governors to take part in Deaf Awareness training facilitated by Lorraine Braggins, City Lit's Teacher Co-ordinator - Deafness Professional Training. This would be taking place from 6-7pm following the Board meeting.

**REPORTS**

**23/90 College update**

Governors noted the College update item and discussed further under '*23/91 Principal's update.*'

**23/91 Principal's update (oral)**

The Principal expressed that after a challenging number of years, the College had a good start to the term. The Board acknowledged that there was a sense of dynamism across the College with students returning to classes in substantial numbers and numerous events taking place across September and into October. The Board was pleased that City Lit had been awarded the Mayor's Skills Academies Quality Mark for Creative Industries and agreed that it was a testament to the part that the College played in that sector in London and nationally.

The Board and Management noted their disappointment about the Government's exclusion of adult education from any form of additional funding made available to other parts of the sector. The College continued to lobby for adult education and City Lit, and the Principal had attached letters sent to the Secretary of State and also correspondence from The Rt Hon Robert Halfon MP for the Board's information.

### 23/92      Annual governor attendance report

The Clerk presented the annual governor attendance report to the Board highlighting the 2022/23 attendance statistics for the Board/committees and invited the Board to set its own minimum attendance target for 2023/24.

She added that the Board's attendance for 2022/23 was 94% - and with regards to sector comparison - the mean average Board attendance rate based on 101 colleges (FE and Sixth form colleges combined for 2022/23) was 82.68%. The range of attendance rates being: lowest – 69%; highest 94%), so City Lit's Board had attained the highest.

The Quality Committee Chair commented that her committee had been 79% for 2022/23, this was due to the committee now comprising of governors who predominately had full-time careers rather than being retired. Historically, the committee met during the day but, subsequently, she had discussed with members about moving the committee to later in the evening for 2023/24 to accommodate the urgent work commitments of members. The Chair thanked the Quality Committee Chair for her feedback and was sure that this would improve attendance.

The Board noted the committee statistics which were all either 96% or 100%, bar the Quality Committee as discussed, and asked that they set their minimum targets at their committee meetings in November. The Board **agreed** to retain its minimum target of 80% but always strived for higher.

### 23/93      Student Vexatious Complaints Policy

The Board reviewed the Student Vexatious Complaints Policy which is referred to in the Student Complaints Policy. Governors enquired about the need for the policy and whether it was an issue at the College. Management confirmed that the policy had been written at the recommendation of the lawyers based on a small number of complaints of this nature received over a number of years.

The Board was content to **approve** the Student Vexatious Complaints Policy subject to a small amendment to the numbering format in the policy.

### 23/94      Application to Skills for Londoners Capital Fund Round 3

Paul Evans presented his report which invited the Board to approve the application for capital funding from the GLA's Skills for London Capital Fund; approval from the Board was part of the application process. He highlighted that the GLA had just launched their latest capital funding round 'Skills for Londoners Capital Fund Round 3'. Governors acknowledged that the timescale for submission was tight with just over three weeks to apply from the release of the guidance to bid submission, with an application deadline of 3 November 2023. The College would be informed whether it had been successful in February 2024.

Paul explained that the third round had £10m available. Half of the funding was being allocated for the green skills sector, and the remaining amount for projects which supported curriculum in the creative, digital, health and social care and hospitality sectors.

Governors discussed that City Lit had been successful in the previous rounds which has resulted in significant building improvements which enhanced the student experience, including the new reception, entrance and gallery, and the Cultureplex mini lecture theatre and screening room.

Governors reviewed the plan to submit two bids: one regarding creative provision and the second for digital. The Board discussed that the digital bid would consist of the refurbishment of six classrooms which delivered digital skills. The creative bid would include new theatre lighting, audio-visual and broadcasting equipment, and photography equipment. Governors acknowledged that the minimum project value was £100,000. Match funding was set at 50%, however the Board encouraged Management to seek to reduce this to 10% due to the College's financial position and enquired whether Paul thought that the reduction would be possible. Paul answered that he believed it would depend on the strength and size of the bid that City Lit submitted.

Paul further explained that the projects would need to be delivered by 1 November 2024. Therefore, City Lit’s share of the costs would primarily come from the 2024-25 capital budget, as refurbishment projects would be delivered over the summer closure period.

Governors agreed that - as Management was still developing the costs and working through the details - the Board was content to **approve** the principle of City Lit applying for capital funding from the GLA’s Skills for London Capital Fund Round 3. Furthermore, the Board **agreed** that it would give authorisation for the Chair of Governors and Chair of the Finance & Commercial Committee to have sight of and agree the final application before submission on 3 November 2023 based on what was outlined and discussed within the report to the Board.

**23/95                      Date of the next meeting:**

The date of the next meeting was confirmed as **Tuesday 5 December 2023 at 5pm** and would be preceded by the 4:30pm department presentation.

**Chair.....**

**Date.....**