



Governors Present:

Lucy Arnold-Courtney – via Zoom

Donna Birkett Baida

Edward Breen (Staff Governor)

Jon Gamble

Clancy Gebler Davies (Student Governor)

Colin Jones

Simon Judge

Christine Kinnear

Mark Lever

Mark Malcomson (Principal)

Lindsay Nicholson (Chair)

Alison Pike

Jill Westerman (Deputy Chair)

Hayley White

In attendance: Paul Evans (Chief Financial Officer); Julie Gilbert (Executive Director, People); Wendy McKaig (Vice Principal).

Clerk: Katrina O'Sullivan

The Chair welcomed everyone to the meeting and thanked governors for attending the scheduled 4:30pm informal departmental presentation which was being reinstated. She added that this was due to be her first formal Governing Body meeting since becoming Chair but, due to the cyber security incident, the Board had met twice already since the December meeting. She hoped for a period of stability for the College following this incident.

Standing items

23/13 Apologies for absence

There were no apologies for absence received. Lucy Arnold-Courtney attended via Zoom and the Chair confirmed that all were visible and audible.

23/14 Declarations of Interest

Jon Gamble made his usual declaration as a Trustee of WEA but there were no conflicts of interest to record.

23/15 Minutes of the previous meeting

The minutes of the meeting held on 6 December 2022 were **approved** as an accurate record.

23/16 Matters Arising Not Appearing Elsewhere

There were no matters arising not appearing elsewhere.

23/17 Updates:

- College update report Dec22-March23
- Principal's update

Governors reviewed the College update report and agreed that, despite the IT incident, the report was heartening to read and demonstrated that the College continued to be a hive of activity and delivered good quality courses for its students – this was a credit to staff for maintaining the energy and high standard. Governors enquired about the technology and the Principal added that the College was in the business as usual phase but the IT incident work continued in the background. The Principal highlighted that the CFO and his team was carrying on with the work regarding the DfE PMO loan documentation.

Reports

23/18 Quality Committee Chair's Key Points (28 February 2023)

The Board noted the Quality Committee Chair's key points from the meeting held on 28 February 2023. The Quality Committee Chair wished to particularly highlight to the Governing Body that the inspiring quality and curriculum work had continued despite the IT incident, however, some data had not been available due to this. The next ILR would be at the end of March so the Committee would have further data to review at its June meeting.

She added that with regards to the ongoing Ofsted Good or Outstanding discussions; upon further reflection, as an Ofsted inspection was imminent, she believed this matter should be put on hold rather than any further management/governor time be spent on it. Once the College had been inspected then governors could revisit this discussion. The Board agreed that this was a sensible approach.

23/19 Quality Key Performance Indicators (KPIs)

The Board reviewed the Quality KPIs as discussed at the Quality Committee and acknowledged, as mentioned by the Quality Committee Chair, that due to the IT incident that the lack of accurate data in a number of areas meant that any conclusions drawn from these had to be tentative at the moment. Nonetheless, where it was possible data was being used to monitor progress and to take any necessary action where individual students had been affected by lack of support functions. The KPIs would be reviewed again by the Committee in June 2023.

23/20 Assessment & Exams Appeal Policy and Procedure

The Board reviewed the Assessment & Exams Appeal Policy and Procedure as scrutinised by the Quality Committee. For the 2022/23 academic year JCQ college policies and procedures were required to include guidance on standards expected for the implementation of exam access arrangements, reasonable adjustments, and special considerations for external assessment/exams – and the City Lit documents had been updated in line with the revised JCQ requirements.

The Board was content to **approve** the updates to the Assessment & Exams Appeal Policy and Procedure.

23/21 Student voice

The Quality Committee Chair explained that at recent Quality Committee meetings the members had been discussing 'student voice'. Although governors took part in many courses themselves, had a good understanding of student needs and aspirations, attended events with students, attended student exhibitions of their work, received rich reports about the student voice and the work of the Student Panel, and the student governor also attended the Student Panel – the Quality Committee had expressed the idea of governors meeting for a coffee with the Panel before one of their meetings as an opportunity to hear from the students directly; and this item was to ask for the Governing Body's view on this. The student governor expressed that she was enjoying the Student Panel and was impressed with the group of students.

Governors discussed the idea and agreed that, although governors did engage with students in a cross-section of ways, they would always be keen to improve their connection with students. Governors pondered that perhaps there could be touch points throughout the year for governors to meet students and, once that trust had been gained, governor could build on that to a deeper engagement. It was agreed that more student engagement was a good idea but further work would be needed to ensure that the interaction was meaningful, appropriate and expectations were clear.

23/22 Governance & People Committee Chair's Key Points (27/2/23)

The Chair spoke to her Key Points and wished to highlight the proposal for the Governors' Away Afternoon; she felt that it was not the time for blue sky thinking due to the various challenges the College had faced (covid, the aftermath of covid leading to the various FE Commissioner Intervention visits, the IT incident) and, additionally, the Board having a new Chair. It was a time for the Board to regroup, renew and refresh and this would allow the Board to go forward in an initiative way regarding a new strategy for 2025. The Board agreed with this approach and the Governance & People Committee would help shape the agenda for the Afternoon.

Additionally, the Chair had hoped to meet with each governor for a one-to-one meeting by now, but the external challenges mentioned earlier had prevented this. The aim was for the Chair to meet before (or during) the summer and the Clerk would assist with arranging these one-to-ones.

Finally, during her last visit, the FE Commissioner had mentioned that she could refer the College to the free DfE governance search service provided by Peridot Executive Search to help the Board recruit a governor from the Deaf community.

23/23 Gender Pay Gap Report

The Board reviewed City Lit's Gender Pay Gap Report for 2022 as discussed at the Governance & People Committee. The gap had reduced from 1.35% in 2021 to **1.34%** for 2022 and governors were pleased that there had been a small improvement, even during such a challenging year for the College. They acknowledged the positive journey that the College had been on over the years and when the statutory reporting requirement had commenced in 2019 the College had a gap of 2.87%. The Principal expressed that he was proud of the decline which Management had actively worked hard towards over the years. Governors agreed that the hard work was evident and embedded within college representation at all levels. Governors enquired whether the £500 consolidated pay rise for staff earning less than £30k had positively impacted the figures, and Julie Gilbert confirmed that this would be analysed as part of the Gender Pay Gap reporting for 2023.

The Board agreed that whilst it should always challenge itself on the gender pay gap, this result was commendable and should be communicated to staff as a success story. The Principal confirmed that there was a communication plan to roll out to staff about this. The Board acknowledged that the next step would be for Management to discuss the report with the JCNC (union).

The Board was pleased to **endorse** the uploading of the report to the Government site by the end of March 2023, and also to be published on the City Lit website.

23/24 Date of the next meeting:

The date of the next meeting was confirmed as **Thursday 18 May 2023 at 12:30pm**. The Governing Body meeting would be followed by the Governors' Annual Away Afternoon.

Chair.....

Date.....