



Minutes of the Meeting of the **Governing Body** of
The City Literary Institute held on **5 March 2019, 5pm**
at City Lit, Keeley Street, London WC2B 4BA

Governors Present:

Penny Allen
Annita Bennett
Tim Bolderson
Jane Cooper (Deputy Chair)
Jon Gamble
Moira Gibb (Chair)
Eric Hadley (Student governor)

Colin Jones
Mark Malcomson (Principal)
Keith Moffitt
Sophie Neary
Paula Smith
Michael Simmonds
Jill Westerman

In Attendance: Phil Chamberlain (Executive Director, External Engagement); Paul Evans (Chief Financial Officer/Co-Managing Director); Julie Gilbert (Executive Director, People); Rachel Johnson (Assistant Principal – Communities); Wendy McKaig (Vice Principal/Co-Managing Director); Ron Meeks (Executive Development Consultant)

Clerk: Katrina O'Sullivan.

STANDING ITEMS

19/01 Apologies for absence

There were apologies for absence from Penny Allen and Wendy Moss (staff governor). Ron Meeks attended as an observer as part of his work with the Management team.

19/02 Declarations of Interest

Jon Gamble raised that he was also a Trustee at WEA (The Workers' Educational Association) but was not required to leave for any items discussed.

19/03 Minutes of the Meeting held on 4 December 2018

The minutes of the meeting held on 4 December 2018 were **approved** and signed by the Chair.

19/04 Matters Arising Not Appearing Elsewhere

There were no matters arising not appearing elsewhere.

19/05 Principal's Report – *oral report*

The Principal updated the Board regarding the national FE industrial action in support of The University College Union (UCU) pay claim, and advised the Board that the Union had recently rebaloted Further Education Institutions who had come very close to the mandated 50% turnout, but this had not been achieved and they were inquorate.

The Principal reminded Governors that Julie Gilbert would be running the marathon for the Student Bursary, and he gave some key facts which highlighted what the Bursary had achieved so far for students. The College had already allocated over 450 bursaries in 2018/19 and over 75% of the recipients were unemployment, circa 50% came from Black and Minority Ethnic backgrounds, almost 40% of bursary recipients had a learning disability or mental health

condition. Asylum seekers, homeless students and students recovering from addiction had also accessed the bursary.

The Principal confirmed that he would be communicating to staff about what the bursary have achieved, and governors commented that it would be interesting to observe whether take up rises when staff are reminded.

19/06 College update: December 2018-March 2019

The Board discussed and noted the College update and the activities which took place within the College during this period. Governors enquired whether feedback was given as to why several fundraising bids had not been successful; Phil Chamberlain stated that DEFRA had been a demand issue, and Foyle had offered telephone feedback, which he would take up.

STRATEGY

19/07 Strategy Road Map

The Principal presented the Strategy document with the aim that the Board agree it as an accurate synopsis of the Governors' Strategy Afternoon on 5 February 2019; to provide a Road Map for the Strategy formulation process and agree the milestones. Management had also reflected and benchmarked against the current Strategy.

A lengthy and robust discussion ensued and the Board **agreed** that it was an accurate account of the Strategy Afternoon, and concurred that: the draft Strategy be brought to the May Board; and then the final version of the five year Strategy, Operating Plan and KPIs be brought to the July Board meeting for sign off. Governors counselled that Management consider, in the strategy, those 'life transitions' people experience – such as, young people choosing not to go to university. The Board also challenged Management to clearly prioritise the work to be undertaken in the Operating Plan, whilst considering Management capacity, as it was an ambitious strategy; to extract what it could from the existing model (cost/performance wise) and indicate what some of the outputs would be, ie, costs attached.

The Board asked about the curriculum review and understanding the student base with analysis data and fundraising impact studies. The Principal confirmed that Management needed to review what this meant in relation to the Government's agenda ie, T Levels, GCSE and possibly a similar Simon-Kutcher review would be useful. Management confirmed that it is always looking at the curriculum mix and this work feeds in to the budget process. The Board added that it would need to be clear itself how it measured the Goals.

ITEMS FROM COMMITTEES

19/08 Quality Committee Chair's Key Points -22/1/19

The Board discussed and noted the Key Points.

19/08 Policy amendments

The Governing Body **approved** the minor amendments to the three policies that had been made in order to meet awarding body requirements, as recommended by the Quality Committee.

Governors acknowledged that the Student conduct/complaints process and the Equality & Diversity policies were currently under review, but the minor changes were to be approved in the meantime.

19/09 Governance & People Committee Chair's Key Points – 23/1/19

The Board noted the Key Points. The Committee highlighted that the Board had previously agreed to Annita Bennett's 2nd term be extended (to mid/end December 2019) in order for her to continue her work as Chair of the Centenary Committee. Now that the Centenary plans were clearer, the Committee proposed that Annita's last meeting be the December 2019 Board, and the Governing Body **approved** that recommendation.

Additionally, the Committee had discussed the KPIs and acknowledged that they were not currently as governors wanted them. It was recommended, and subsequently **agreed** by the Board, that updated and meaningful KPIs would be presented to the Governing Body in July 2019 which were aligned to the new Strategy; no extra work would be undertaken on the KPIs in the meantime. The Board highlighted that the new KPIs should be ones that it could engage with.

19/10 Finance & Commercial Committee Chair's Key Points – 19/2/19

The Board discussed and noted the contents of the Key Points.

19/11 Ground Floor Capital Works

Management requested that the Board approved additional budget for the ground floor capital project, as per the report, so that the scope could be expanded to include the toilets. This would enable disability access to be improved, and also deal with the damp affecting the ground floor, as recommended by the Finance & Commercial Committee (FCC) at its February 2019 meeting. The FCC Chair advised the Governing Body that the Committee had considered it was affordable as it would be within next year's capital budget, the FCC Chair also highlighted that Management were still attempting to source alternative funding to fill the gap via fundraising.

The Board **agreed** the additional budget for the capital project.

19/12 ESFA Parents into Work Bid

Management sought approval to submit a bid for £4m for ESF funding to the Mayor's office to deliver a project which aimed to support 420 parents into work. The Finance & Commercial Committee (FCC) reviewed this at its meeting and agreed that, based on its current form, the project was not affordable; but that Management were seeking amendments to ESFA regarding the bid and would bring further information about this to the April FCC meeting. Management asked, due to timings of the bid, that if the Committee was content, following the April meeting, to proceed then the Board give its consent for the FCC to agree this.

The Board discussed this proposal in detail and asked, because it was a break even proposal, why Management wanted to take this forward. Rachel Johnson added that it would support people back in to work which aligned with the national objectives, it would build the family learning provision, offer good partnering opportunities and build the career service. Governors discussed the financials further and challenged that, the bid in its current format, posed a big risk financially for City Lit, the majority of the money would go to the partners but with City Lit running it, there was a potential loss of control in the project with many variables. The FCC commented that it had the same sentiments. The Board agreed that further information should be brought back to the April Finance & Commercial Committee, but then to the Board for approval. The Board would make itself available to convene by telephone if needed due to timings.

19/13 Management accounts to 31/12/18 and reforecast to 31/7/19

The Governing Body discussed and noted the details of the management accounts to 31 December 2018, the re-forecast to 31 July 2019 and an update on sales to date, as reviewed at the Finance & Commercial Committee.

19/14 Audit & Risk Committee Chair's Key Points – 21/2/19

The Board discussed and noted the contents of the Key Points.

19/15 Privacy Policy

Management asked for approval of a revised Privacy Policy as recommended by the Audit & Risk Committee. The previous version existed only on the website and was called a Privacy notice - it had been tidied up and the process formalised into a policy. The Audit & Risk Committee Chair also highlighted that the GDPR work was going well.

The Board **approved** the revised Privacy Policy.

COMPLIANCE ITEMS

19/16 Annual Health & Safety Report

Paul Evan's report apprised the Governing Body of the College's health and safety activity during 2018 and, in particular, noted that City Lit's Health & Safety Committee included representation from a wide range of staff from different functions across the college, and met on a termly basis; a significant amount of work had been undertaken as a result of recommendations from the fire risk assessment. The Governing Body acknowledged their legal responsibilities regarding Health & Safety, and was assured that the College had robust health and safety processes in place.

DATE OF THE NEXT MEETING

19/17 Confirmed as **Tuesday 14 May 2019, 5pm** (4:30pm 'Values' presentation)

Chair..... **Date**.....

Following the meeting, Rob Neil OBE gave a thought-provoking and interesting Diversity and Inclusion presentation to the Board. Julie Gilbert would continue the conversation with him which would feed in to the Governance & People Committee. The slides would be circulated to the Board.

Action points from 5 March 2019 GB meeting:

	Item	By who	By when	Status
1.	Strategy - Executive to continue its work on the Draft Strategy for the April G&P and May GB.	Principal	14/5/19	Complete - on agenda.
2 2.1	ESFA Parents into Work bid - Executive to bring further information to the April Finance & Commercial Committee.	Principal	16/4/19	Update: The Executive decided not to take the bid, in its current form, forward presently.