



Governors Present:

Lucy Arnold-Courtney	Clancy Gebler Davies (Student Governor)	Mark Malcomson (Principal)
Donna Birkett Baida	Moirra Gibb (Chair)	Lindsay Nicholson
Edward Breen (Staff Governor)	Colin Jones	Alison Pike
Jane Cooper (Deputy Chair)	Simon Judge	Paula Smith
Jon Gamble	Christine Kinnear	Jill Westerman

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

Clerk: Katrina O'Sullivan

Standing items

22/32 Apologies for absence

There were no apologies for absence to record. Jane Cooper and Jill Westerman were attending via Zoom and the Chair confirmed that members were audible and visible.

Lindsay Nicholson MBE was given a warm welcome to her first meeting as a governor and Chair designate.

22/33 Declarations of Interest

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

22/34 Minutes of the previous meeting

The minutes of the meeting held on 8 March 2022 were **approved** as an accurate record.

22/35 Matters Arising Not Appearing Elsewhere

The Chair reminded governors that this was a one hour Governing Body meeting and the agenda had been prepared accordingly. This was to allow time for the Annual Governors' Strategy Away Day following the Board meeting.

Reports

22/36 Governance & People Committee Chair's Key Points (25/4/22)

The Chair spoke to her Key Points report and the Board discussed and noted the contents.

22/37 Principal's update - FEC stocktake visit letter to the Chair

The Principal gave an update on activities that had taken place in the College. Governors acknowledged that the FE Commissioner would be returning to City Lit for a stocktake visit on 5 July; the Board was confident that progress had been made on the three FEC recommendations.

22/38 Quality Committee (QC) Chair's Key Points (26/4/22)

The Quality Committee Chair spoke to her Key Points report and the Board discussed and noted the contents.

22/39 Safeguarding and Prevent: Annual update

Wendy McKaig's report updated the Governing Body on how the College had continued to meet its legal duty in relation to Safeguarding and Prevent during the current academic year. Governors discussed the details and felt assured that Safeguarding and Prevent was robust, embedded, appropriate and effectively stress-tested within the College.

Safeguarding & Child Protection Policy - updated

Wendy presented the Safeguarding and Child Protection policy which had been updated to include: responding to recommendations from the internal audit; extending the introduction and aims of the policy; including an updated flowchart regarding dealing with suspected/reported Safeguarding concerns; information on useful local services; further details on City Lit's safeguarding roles, responsibilities, current membership; DBS check information; and the embedding of Prevent into the policy as per standard practice. The Governing Body **approved** the updated policy.

22/40 Annual student experience update

Governors reviewed Wendy's annual student experience update report, and were comforted by the evidence Management used to monitor student experience and the range of methods used to obtain feedback to inform continuous improvement – this included: Get in Touch feedback, the Student Panel, student surveys and student complaints. The Board noted that the Quality Committee had requested to receive regular updates on the Student Panel's work and topics discussed at future meetings; and also the need to continue to seek ways to get student feedback beyond the end of course evaluations, including focus groups on specific topics.

22/41 Quality KPIs

The Board reviewed the Quality KPIs as scrutinised by the Quality Committee and acknowledged that overall progress was good: attendance and retention were high at this point in the year. Achievement rates for accredited provision were projected to meet or exceed national benchmarks with the exception of GCSE maths and English - these cohorts were very small, but important, and attention was being paid to this area by Management. Achievement gaps in provision were closing and Wendy's quality team was taking action in situations where the live data revealed potential problems.

22/42 Finance & Commercial Committee (FCC) Chair's Key Points (28/4/22)

The Finance & Commercial Committee Chair spoke to his Key Points report and the Board discussed and noted the contents.

22/43 Annual Health & Safety Report

Paul Evans' annual Health & Safety Report for 2021/22 was reviewed by the Board. This had been scrutinised by the Finance & Commercial Committee and it was agreed that it was a comprehensive report which demonstrated the effectiveness of Health & Safety at City Lit. There were no significant matters arising from the report, and the required risk assessments, testing and inspections had been carried out appropriately.

22/44 Privacy Policy - updated

The Board reviewed the Privacy Policy whereby a minor update had been made to include the MentionMe software as a new use of data. The Board **approved** the updated Privacy Policy.

22/45 Date of the next meeting:

The date of the next meeting was confirmed as **Thursday 14 July 2022, 5pm at City Lit.**

The Board **agreed** that it should reinstate the 4:30-5pm sessions which were lost to Covid when meetings moved online. These were informal information sessions that governors were encouraged to attend prior to each Board meeting. The head of a school or centre would present on their area and, historically, governors had expressed that these sessions were useful to understand the areas in greater depth. The Clerk would schedule these appropriately for 2022/23.

Finally, the Chair and Principal, on behalf of the Board and Management, expressed its thanks to Paula Smith who would be stepping down after the July Governing Body meeting following nine years of service to the Board and, latterly, as Chair of the Audit & Risk Committee. Paula's expertise, wisdom and straightforward approach would be missed.

Chair.....

Date.....