



Minutes of the meeting of the Governing Body of  
The City Literary Institute held on 18 October 2022, 5-6pm  
Room 111, City Lit

**Governors Present:**

Lucy Arnold-Courtney	Colin Jones – via Zoom	Lindsay Nicholson
Donna Birkett Baida	Simon Judge	Alison Pike
Jane Cooper (Deputy Chair)	Christine Kinnear	Jill Westerman
Clancy Gebler Davies (Student Governor)	Mark Lever	Hayley White
Moira Gibb (Chair)	Mark Malcomson (Principal)	Jon Gamble

**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**

**22/77 Apologies for absence**

There were apologies for absence from Edward Breen. Colin Jones was attending via Zoom and the Chair confirmed that he was audible and visible.

**22/78 Declarations of Interest**

Jon Gamble made his usual declaration as a Trustee of WEA but there were no conflicts of interest to record. Hayley White was welcomed to her first meeting as a governor.

**22/79 Minutes of the previous meeting**

The minutes of the meeting held on 14 July 2022 were **approved** as an accurate record subject to one point of clarification.

**22/80 Matters Arising Not Appearing Elsewhere**

The Chair expressed that it was a shorter meeting than usual to allow for the *Governor Curious Courses* sessions to take place following the meeting. The sessions had been planned as an interactive and enjoyable team building event for governors post-covid. It was also an opportunity for governors who had not taken courses at the College to experience this.

**22/81 Principal's update – oral**

The Principal welcomed governors to the first meeting of the academic year and expressed that he was pleased with the year end and how Term 1 had started, which Paul Evans would give more detail about during his financial update presentation on the agenda. He explained that Julie Gilbert would also be giving a presentation about the results of the staff survey and Management was pleased with the outcome especially taking into consideration covid. The Principal was delighted to see more people – staff, students, stakeholders – around the College this term already. This had been strengthened by the number of events taking place at City Lit such as student art exhibitions, the Mental Wealth Festival and fellowship events which previously had been postponed or taken online due to covid. More events were being planned throughout the academic year.

**Reports**

**22/82 Annual governance attendance report**

The annual attendance records for Board and Committee meetings were reviewed. It was noted that actual attendance remained high for the Board and Committees and they had exceeded the minimum target of 80%.

The Governing Body **agreed** to retain the minimum target of 80% for the 2022/23 Board and noted that Committees would be setting their own targets which was expected to be at 80% also.

**Presentations**

**22/83 Finance update - presentation**

Paul Evans gave a financial update presentation to the Board. *[The presentation has been appended to the minutes for reference only].*

22/84            Staff survey results – presentation

Julie Gilbert gave a high-level presentation about the results of the first York College survey that the College had taken part in. Governors acknowledged that Julie would bring a detailed report to the Governance & People Committee in November for review. **Action: add to the November Governance & People Committee agenda. Completed.** *[The presentation has been appended to the minutes for reference only].*

22/85            Date of the next meeting:

The date of the next meeting was confirmed as **Tuesday 6 December 2022, 5pm at City Lit**, with an informal presentation at 4:30pm from the School of Skills, Wellbeing and Employability.

Chair.....

Date.....