

**Minutes of the meeting of the South Bank Colleges Board
held at 4.00pm on Wednesday, 29 September 2021
Meeting via Microsoft Teams**

Present

Ruth Farwell (Chair)
Steve Balmont
Sue Dare
Nigel Duckers
Jacqui Dyer
Moriam Folawiyo
Shakira Martin
David Phoenix

Apologies

Andrew Owen
Mee Ling Ng

In attendance

Michael Broadway
Richard Flatman
Rachel McCafferty
Fiona Morey
Jacqueline Mutibwa
Carol Rose
Wayne Wright

1. Welcome and apologies

The Chair welcomed the trustees to the meeting. The above apologies were received.

The Board had just received an informative development session on Ofsted inspection in preparation for the visit in autumn 2021. Lambeth College's position statement 2019 – 2021 was presented by Fiona Morey, Executive Principal and Wayne Wright, Deputy Principal of the College and would be shared with Ofsted.

2. Declaration of Interests

No member declared an interest in any item on the agenda.

3. Minutes of the previous meetings

Meeting held on 14 July 2021

The Board approved the minutes of the meeting held on 14 July 2021 as an accurate record and their publication, as redacted.

4. Matters arising

Update on IT situation at the College

The Accounting Officer gave an update. The Board noted that systems were not working well due to the inadequate IT infrastructure and that there were potential operational and security risks. The proposed IT infrastructure work had been delayed due to the LSBU IT outage of December 2020. The new Group Director of IT was developing an action plan to address the issues. The Board acknowledged the IT challenges faced by the College and that work was being progressed to address the issues.

IT strategy for London South Bank Technical College (LSBTC)

The project working group would discuss in detail the IT strategy for LSBTC as part of the estates development at its first meeting on 11 October 2021. The action notes would be circulated to trustees.

Resume face-to-face meetings

The Chair noted that trustees had been consulted on the matter and that there was a general willingness to return to face-to-face meetings at Lambeth College. There were challenges with holding hybrid meetings and that Committee/working group meetings could be virtual. The next Board meeting in November 2021 and future board meetings would be face-to-face unless the pandemic situation changed.

5. Update on Equality, Diversity and Inclusion (EDI) Matters

The Board discussed an update on work being undertaken to embed EDI in all aspects of the College's work. The focus was on developing a framework to ensure oversight, structure and reporting on EDI. The EDI annual report would be brought to the next Board meeting.

The Board noted the good progress being made on EDI work at the College.

Jacqui Dyer joined the meeting

6. Executive Principal's Report

The report provided an update on the key areas of the College since the last meeting in July 2021.

The Board discussed:

- the 2020/21 predicted decline in achievement due to challenges pertaining to the adapted government exams policies for 2020/21 and the impact of the pandemic on teaching and learning. Functional skills qualifications had been impacted significantly because these were assessed through examinations rather than having teacher assessed grades (TAGs) and also there was a new specification for them. Not all of the qualifications had been completed yet which had a negative impact on the overall achievement performance. The final 2020/21 achievement data would be presented to the Board at the meeting in November 2021.
- student enrolment 2021/22. The challenge in achieving the 16-18yrs target figure which was below the budget target (approx. £2m) and because of lagged funding would have a significant impact on the budget for 2022/23. Adult

recruitment figures were positive. The Board noted the significant financial risk if the planned growth for 16-18yrs is not achieved. On growth in apprenticeships, Cllr Jacqui Dyer and the Principal would discuss further on working closely in partnership with Lambeth Council on the emerging opportunities. The enrolment outcome for 2021/22 would be known after the first 6 weeks of the term and an update would be provided at the next meeting in November 2021.

- the complaints annual report for 2020/21. The number of student complaints received by the College during 2020/21 had gone down from 41 in 2019/20 to 37 complaints in 2020/21.
- Ofsted had resumed visiting colleges; the next Ofsted visit was expected in the academic year 2021/22. The rescheduled FE Commissioner's visit would take place on 12/13 January 2022.
- the annual self-assessment report (SAR) which was being developed and would be reviewed and validated by the Chair of the Board, Chair of the Quality & Improvement Committee, an external specialist, the College Leadership Group, and the Student Union President in October 2021. The final 2020/21 SAR would be presented to the Board at its meeting in November 2021
- the industrial action by UCU members which was due to a request for a 5% pay award for 2020/21 as they felt that the 1% awarded was not adequate given current inflation rates. Industrial action was scheduled for 10 days between now and the October half term 2021 and would cause disruption to learning. The Board acknowledged that SBC had complied with AoC guidelines, had improved the staff reward package but could not afford the 5% pay award due to its current financial situation. The Chair on behalf of the Board would make representation to DfE concerning FE staff pay.
- an update on health & safety matters. An update on the Covid19 pandemic and the actions that had been undertaken, the College continued to respond to DfE and local public health guidance. There was a report on the legionella incident in the water supply at the hair & beauty salon. Tests were being carried out to address the matter and contingency arrangements for teaching were in place. There was also a reportable incident concerning a structural movement of the sports hall building which was caused by the excavation of a neighbouring building. A structural engineer had investigated the matter and gave assurance of the safety of the building and that it could be used.
- a report on the fire doors across the Group. An audit on fire doors had been carried out which recommended that remedial work is undertaken. Work has been slow due to challenges concerning finding workers and shortage of materials due to Brexit. The work plan priority actions included halls of residence, chemical stores, Brixton campus and the academies. A communication would be sent out to staff concerning the fire doors. The Board would be provided with progress updates via email and a report at the meeting in November 2021.

The Board noted the DfE Funding and Accountability Consultation linked to improving further education and accountability from July 2021 and the implications for SBC.

Jacqui Dyer left the meeting
Steve Balmont joined the meeting

7. Update on Estates Programme

The Board was provided with an update on the Nine Elms STEAM Centre (NESC) at Vauxhall.

The demolition work on the Vauxhall site in preparation for the new Health Skills & Life Science Centre (Block B) was nearly complete.

The Board received a progress report on the NESC project. The Board noted:

- that work was progressing well on the construction of Block 'A' and the expected completion date was at the start of 2022/23 academic year. Despite the project delays, there would be early access (June 2022) to the building to undertake fit out and prepare for the operation of the college prior to the start of term. A contingency plan was in place should there be any delays due to difficulties with the supply chain and resources caused by Brexit and the Covid pandemic.
- that written approval from the GLA was awaited on the new Deed of Variation to recover the 2020/21 underspend and that it's carried forward to 2021/22 and 2022/23.

8. Further Education Capital Transformation Fund Stage 2 Bid – London South Bank Technical College (Blocks B and D)

The report provided an update on the status of the London South Bank Technical College (LSBTC) Blocks B and D project following the successful outcome of the Stage 1 bid submitted to the DfE for funding from the FEETF in support of new facilities (Blocks B & D) at the Vauxhall Campus. The Board's approval was sought on the recommendations to allow the submission of the Stage 2 bid in order to secure funding towards the project.

The Board discussed the RIBA Stage 2 report (Appendix 1) for the new LSBTC buildings Blocks B and D which was prepared by Peter Marsh Consulting in consultation with the College Senior Management team. The Board noted the cost plan for the estimated capital costs associated with LSBTC blocks B and D. The RIBA Stage 2 report would be submitted as part of the FEETF Stage 2 bid which was due on 8 October 2021.

The Board approved the submission of the FEETF Stage 2 bid as set out in Section 3 of the report and;

- approved the submission of the application to the DfE for the total project value of £51.4m with the College applying for £10.51m funding (after a 10% reduction in the grant request compared to the Stage 1 FEETF application);
- confirmed that the College has the appropriate management arrangements for resource in place for delivery of the size and complexity of the project, including

an appropriately qualified and experience professional team as set out in Section 3 of the report;

- delegated authority to the Principal to make minor amendments to the documents ahead of the submission deadline and to approve the submission of the relevant supporting document including the Business Case and Estates Strategy Summary.

9. Update on London Realty

The Board discussed the report.

10. Equality & Diversity Annual Report 2020/21

The updated Single Equality Scheme 2021/22 and Annual Report 2020/21 would be presented to the Board at the meeting in November 2021.

Shakira Martin left the meeting

11. Chief Financial Officer Report

The report provided an update on the Lambeth College 2020/21 year-end financial position.

The Board discussed:

- the 2020/21 year-end financial position. The budget deficit for the full year before pension costs was £2,421k against a forecast outturn of a deficit of £2,603k and against the approved budget deficit of £1.7m. The Board noted the challenging financial performance of the College. The 2020/21 year end accounts had not yet been finalised and audited.
- the key risk of GLA claw back of AEB funding for 2020/21 delivery levels. The business case to retain the funding had been submitted, an outcome was awaited in mid October 2021. A conditional authority to carry forward AEB funding of £450k had been confirmed.
- the 2021/22 budget which was approved by the Board at its last meeting in July 2021 and modelled on a budget deficit of £1.4m before pension costs.
- the key strategic areas for growth that underpin the budget assumptions for 2021/22 and in particular the student enrolment targets. There was a challenge in achieving the 16-18yrs target which was a significant risk in delivering the 2022/23 budget. The 2021/22 student enrolment outcome would be known in mid October 2021, if not achieved, prompt action would be taken on re-modelling of the staff structure and other interventions implemented.

Richard Flatman left the meeting

- the emerging risks on the government changes to the National Insurance costs and the impact on budgets from April 2022.

- SBC ESFA returns for end of year and budget reporting.

The Board:

- noted that further work needed to be undertaken to manage the 2021/22 budget position and achieve a financial sustainable position. Strategies needed to be reviewed to address the budget deficit i.e. realistic growth, staff costs and curriculum delivery model. Details of this would be overseen by the project working group.
- noted its duty and responsibility for the solvency of SBC and was concerned about the College's financial position, the uncertainty of achieving the enrolment target and the significant impact on 2022/23, a business plan that would achieve a financially sustainable future for the College was needed.

Moriam Folawiyo joined the meeting

12. KPIs for 2021/22 and Review 2020/21

The Board was presented with the draft 2021/22 KPI targets and performance against target for 2020/21.

The final 2021/22 KPI targets would be presented to the Board in the new year when more performance data and analysis especially on student achievement is available.

13. Updated Health & Safety Policy 2021/22

The Board discussed the updated 2021/22 Health & Safety Policy.

The changes to the policy including the updated Health & Safety goals for 2021/22 were noted. The annual report 2020/21 would be presented to the Board at the meeting in November 2021.

The Board approved the updated Health & Safety Policy 2021/22.

14. Safeguarding & Prevent Policy 2021/22 and Review Annual Report 2020/21

The Board was presented with the 2021/22 updated policy, which had been discussed in detail and recommended to the Board for approval by the Quality & Improvement Committee on 22 September 2021. The Board noted the changes to the policy and the annual report 2020/21.

There was discussion about guidance on appropriate boundaries while working with learners (appendix A), learners' consent on the ways of communication with staff would be reviewed for next year's version of the policy.

The Board approved the updated Safeguarding & Prevent Policy 2021/22.

15. Teaching, Learning & Assessment Strategy 2021/22

The Board was presented with the updated Teaching, Learning & Assessment Strategy 2021/22, which had been discussed in detail and recommended to the Board for approval by the Quality & Improvement Committee on 22 September 2021.

The Board approved the updated Teaching, Learning & Assessment Strategy 2021/22.

16. College Partnership Contracts 2021/22

The Board's approval was sought on the proposal to continue with two GLA Adult Skills partnership service contracts which were budgeted for in 2021/22 and were integral part of delivering the adult education courses. It was noted that students' achievements and partnership arrangements were positive, there were no concerns on the quality of provision and the partnership performance had been recognised in Ofsted reports.

The Board:

- approved that SBC continues with the partnership arrangement with The Skills Centre for the delivery of construction courses at a contact value of £1.4m.
- approved that SBC continues with the partnership arrangement with The Green Man, a local social enterprise that supports those furthest from education and employment to access a range of courses via outreach work at a contract value of £107,252.

17. Sub-Contracting Policies and Contracts 2021/22

The Board and the Accounting Officer are required to approve the College's subcontracting delivery policy and the fees & charges policy in order to comply with the ESFA and GLA Adult Education Budget funding rules.

The subcontracting delivery policies and list of subcontractors had been discussed and recommended to the Board for approval by the Quality & Improvement Committee on 22 September 2021.

The Board approved:

- 2021/22 Supply Chain Fees & Charges Policy.
- 2021/22 list of subcontractors and maximum contract values.

18. Board Annual Work Plan

The Board discussed the annual work plan for 2021/22. The Audit Committee would advise on the frequency of the discussion on risk. The Board agenda would also be rearranged to give sufficient time for discussion on the College's financial position. The Board noted the meeting dates in 2021/22.

19. Report from Committees

The Board noted the report from Committee meetings held since the last meeting on 14 July 2021.

20. Update from the Students' Union President

The Student Union (SU) President gave a report on work being undertaken by the SU. A programme of activities for the academic term had been prepared, in particular for the Black History Month and Anti bullying week. Events had been organised to celebrate Black History Month which entailed; talks, activities and exhibitions on art, history and culture.

Trustees expressed an interest in attending some of the events taking place at the College, the Clerk would circulate the programme and make arrangements for those who wanted to attend.

Sue Dare, Chair of Quality & Improvement Committee and Lead Trustee for Safeguarding would be meeting the SU representatives on 8 October 2021.

21. Any other business

There was no other business.

**Date of next meeting
4.00 pm on Wednesday, 17 November 2021**

Confirmed as a true record

(Chair)

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