

LFA Governance Board Meeting Minutes

Meeting Subject: LFA Governance Board (GB) Meeting (M-GB-05)
 Meeting Date: Friday 21 January 11:30-13:30

Attendees	<ol style="list-style-type: none"> 1. Mike Tuffrey (MT) - Chair 2. Andy Salmon (AS) 3. Anna MacDonald (AM) 4. Daisy Gili (DG) 5. Julie Usher (JU) - Secretary to LFA Governance Board 6. Katy Whelan (KW) 7. Norma Wisnevitiz (NW)
Apologies for absence	None

Item 1: Welcome, apologies for absence, declaration of conflicts of interest

There were no apologies nor conflicts of interest declared.

Due to the pandemic, this is the first time the LFA Governance Board has met in person at the LFA premises in Fulham. Three members attended via Zoom.

To facilitate the flow of discussion, the review and approval of the Minutes was moved into item 7 and the January review was discussed first.

Item 2: LFA Governance Board – annual review of effectiveness

The GB discussed the process of the review and the subsequent report of the findings (LFA Governance Board review 2021-22 final). The main points of the discussion included;

- All GB members and Secretary to the GB were interviewed by the Chair. The GB members were given the opportunity to provide feedback on the Chair via the Secretary. All agreed that the report was a true and full reflection of the feedback given. The Chair was commended on the thoroughness of the review and the succinctness of the report.
- Report concluded that Year 1, the first year of the LFA Governance Board had, despite the pandemic, gone well and the process of scrutiny and oversight is working well. Moving forward, there is scope to strengthen ways of working and to deepen GB engagement in some areas, such as strategic focus for future development and growth, and assuring the continued quality of student outcomes. It was agreed that topics within the GB's stated remit, which have been covered in general oversight, warranted deeper attention and assessment.
- It was agreed that the Risk Sub-Committee (RSC) would retain its focus on the detailed scrutiny of finances, risk register and compliance. The GB can delegate other areas/topics to the RSC to scrutinise, if required.
- Members shared insights from their experience of how external review processes had worked, for example by OFSTED. It was agreed that this could help inform some aspects in future, such as the quality of educational outcomes.



- Balance of membership of the GB and the benefits of recruiting additional members. It was agreed that the structure would stay the same for now, but expert advisors could be invited to future GB meetings to provide advice and insights on specific topics.

Action Point:

- AM/DG/AS to schedule time to discuss OFSTED's quality framework and student engagement
- AS/KW to speak to contacts to gain additional advice on OfS direction.
- JU to add GB structure discussion point to an agenda later in the year to review need for 2023.

Decision:

Review paper was approved and follow up actions agreed.

Item 3: 2022 Budget

The proposed budget (LFA BUDGET Feb 22 – Jan 23 – RSC) had been scrutinised by the RSC and now passed to the GB for approval. The proposed budget details including student recruitment projections, costs versus income and risks were discussed. It was confirmed that none of the fundamental assumptions had changed since RSC consideration.

Action Point:

- RSC to analyse cost versus income balance.

Decision:

The 2022 Budget was approved.

Item 4: Operational Update

A variety of detailed questions were asked and answered relating to the Update (LFA-024-2201_LFA Operational Update) and operational implications discussed on topics including;

- Improved building security and student and staff well-being in the light of recent break-ins
- The results of the NSS and lessons learned
- Future developments in the curriculum
- A possible change to the company's legal structure
 - Strategic options around expanded capacity in light of growing student numbers

Action Point:

- DG to speak to university partners about their experience of the NSS
- JU - add NSS and student engagement to agenda for next meeting



Item 3: Risk Committee (RSC) report

The RSC Chair gave a verbal update of RSC actions and outcomes from the last RSC meeting (M-RSC-04) including financial position, risk register and the strength of LFA COVID protocols. Discussion included ways to keep track of changes in the education sector and beyond.

Action Point:

- *JU - include Management Accounts with future GB pre-reads*
- *AS to supply link for recommended HE daily digest. (WonkHE)*

Item 4: Other areas for discussion

- Approval of Minutes from the previous meeting and matters arising.
- Safeguarding visit
- Meeting Dates for 2022

Minutes of the previous meeting (M-GB-04) were included as pre-reads. There were no questions or matters arising from the minutes.

Progress of action points was discussed – all action points have either been completed or are works in progress. The revised policy framework is due for completion by the end of January and uploaded to the website with other changes made at the same time.

KW gave a summary of her Safeguarding visit and the contents of her draft report. It was agreed GB members will review the final report at the next meeting, including formal responses to the action points raised. The GB expressed their gratitude to KW for undertaking the visit and follow-up.

The frequency and format of future meetings was discussed. It was agreed to continue with four GB meetings a year, with RSC meetings timed accordingly. The discussion as to dates and timings and whether in person or via video conferencing would be had outside of this meeting.

Action Point:

- *JU – to send links to KW report for all GB members' review.*
- *MT/JU to discuss and review the dates for 2022 meetings*

Decision

The Minutes from the previous meeting (M-GB-04) were approved.

The meeting closed at 13:30.

