



THE OLDHAM COLLEGE

FULL CORPORATION

Minutes of the Meeting held on 9 December 2008

Present:	Cyril Brandford	Chair
	Abdul Jabbar	Governor
	Kashif Ashraf	Governor
	Eddie Dixon	Governor
	Shauna Dixon	Governor
	Diane Howard	Governor
	Craig Henthorn	Student Governor (from Item 4)
	Alan Milligan	Governor
	Nigel Newton	Governor
	John Osbaldeston	Governor
	Naomi Sanderson	Staff Governor
	Gavin Treavis	Governor
	Kath Thomas	College Principal
	Alan Williamson	Governor
Apologies:	Kashif Ashraf	Governor
	Rakeeb Yousaf	Student Governor
In Attendance	John Pattison	Clerk to the Corporation
	Anne Falloon	Deputy Principal
	Joan Griffiths	Assistant Principal
	Jim Winstanley	Director of Finance & Physical Resources
	Julie Davis	Director of Human Resources & Development

1. **Apologies**

Apologies were received from Kashif Ashraf and Rakeeb Yousaf.

2. **Declaration of Conflicts of Interests**

There were no conflicts of interest declared.

3. **Minutes of Meeting held on 7 October and Matters Arising**

The minutes of the meeting held on 7 October 2008 were accepted as a correct record.
Arising from the minutes :

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| Item 5 | Kath Thomas reported that Pennine House has been sold. |
| Item 11 | John Pattison reported the Governance SAR had been completed by John Osbaldeston and Alan Williamson. |
| Item 15 | Naomi Sanderson reported the nomination of Craig Henthorn by the Students Union as second Student Governor. The meeting considered the nomination. |

The Corporation agreed:

- that Craig Henthorn be elected as Student Governor for a two year period.

Craig Henthorn then took his seat.

John Pattison drew the meeting's attention to the fact that Alan Williamson's term of office as Governor expired in November. Alan Williams indicated his wish to stand for re-election and left the meeting. For continuity, the meeting agreed to consider the re-election. Alan was proposed by John Osbaldeston and seconded by Abdul Jabbar.

The Corporation agreed:

- the re-election of Alan Williamson as a Governor, subject to the submission of an appropriate re-election form agreed by the Chair.

Alan Williamson then took his seat.

4. Rolling Action List Update

The following items were reported as completed :

08 07 08 - 7 **Accommodation Update**

Jim Winstanley to investigate opting for a bond and report to the Accommodation Committee.

Nigel Newton noted that the proposed meeting with Taylor Young and AA Projects concerned the bond. He had been unable to attend the meeting, but the matter had been satisfactorily dealt with via email.

07 10 08 - 6 **Principal's Report**

Clerk to include thanks to staff for the achievement of recruitment targets in the College Briefing.

07 10 08 -20 **Any other Business** Finalisation of the joint training programme with partner colleges

The Clerk informed the meeting that this was included in item 21.

11. Screening & Searching of Learners for Weapons and Use of Physical Restraint policies

The meeting agreed that this be taken as the first item. Joan Griffiths spoke to the policies. She noted that as far as Governors are concerned this is a matter of meeting legal obligations. She noted the policies and guidelines are based on best practice and advice. They are a pro-active approach to changing times. She noted the only specifically nominated and appropriately trained staff will have powers. Other staff will have clear and simple guidelines. She assured the meeting that incidents are very rare but clarity on preventative measures is required. The Governors sought assurances with regard to the comprehensiveness of training for staff.

The Corporation agreed:

- the adoption of the Screening and Searching of Learners for Weapons and Use of Physical Restraint policies.

To accommodate members who needed to leave the meeting Item 18 was brought forward.

18. Minutes of Committee Meetings

Audit Committee -

John Osbaldeston spoke to the minutes. He noted that items 14 and 18 related to matters discussed and agreed at the meeting.

The Corporation agreed:

- that Eddie Dixon act as Governor representative from the Health & Safety Committee.

Resources Committee -

Alan Milligan noted that most matters considered at the meeting were included on the agenda. **He drew attention to the Committee's recommendation that**

Curriculum & Quality Committee-

Abdul Jabbar spoke formally to the minutes.

5. Campus 2012 Update

Jim Winstanley spoke to the report noting that the tender report by AA shows additional costs of £70k largely due to pollution. The tender report and information was submitted for approval to LSC. LSC have informed management that they require Governors approval prior to giving approval. In response to a question from Gavin Treavis, he explained the LSC wishes to be assured that Governors agree the management position. There was discussion on the need to avoid delay whilst maintaining property scrutiny.

The Corporation agreed:

- the tender report in principal
- that detail scrutiny be undertaken by the Accommodation Committee

Jim Winstanley noted that the Resources Committee had agreed to accept the parent company guarantee from NW Holst. He reported planning permission is being sought for change of use to Pennine House and that the project is on course for submission. Kath Thomas noted, that there are funding issues at LSC. In light of this, she reaffirmed the need to stay on track. Jim Winstanley reported on loan discussions with Lloyds. He also gave feedback on the conditions the authority planners will put forward as a basis of outline planning approval. In response to a question from Gavin Treavis, Jim Winstanley explained how accessibility will be built into the new building.

The Corporation agreed:

- to note the contents of the Campus 2012 update.

6. Fees Policy 2009/10

Jim Winstanley noted very minor amendments to the policy were proposed by SMT.

The Corporation agreed:

- the Fees Policy 2009/10

7. Annual Pay Award 2008/9

Kath Thomas spoke to the management proposal recommended by the Resources Committee. She referred to the good progress on recruitment targets which is the basis of the award. She noted that the management proposal of 3% from 1 August is slightly higher than that proposed by AoC and would improve the College's pay competitiveness.

The Corporation agreed:

- a pay award of 3% for all permanent contract staff from 1 August 2008.

8. Academies Update

Anne Falloon spoke to the report. She outlined the consultation activity on closure of existing schools and the opening of the new academy. She noted the project managers are developing bids to take forward community cohesion work. She also spoke to the work of the Design User Group whose activity includes legal issues. A Design User Group is also

working on the vision for the Academy Curriculum. She noted the separation of Building Schools for the Future and Academies initiatives. Kath Thomas spoke to the implications of this action. She recommended that Alligans present to the Corporation. In response to questions from Alan Milligan and Nigel Newton, Kath Thomas and Anne Falloon gave further details on consultation. Kath Thomas expressed concerns with the lack of local authority communication and consultation regarding the restructuring at Counthill, which has possible implications for the College as lead sponsor. Abdul Jabbar undertook to raise the matter with the Cabinet Member for Education.

ACTION : **Abdul Jabbar to raise the College's concerns re. the lack of Local Authority Communication and consultation regarding the restructuring at Counthill with the Cabinet member for Education.**

9. Strategic Plan Review 2007/08

Anne Falloon spoke to the review of the final year of the three year strategic plan. She presented the outcomes on a Red, Amber Green basis. She noted substantial progress on targets highlighted by Green (achieved) and Amber (partially achieved) sections. She noted that very challenging targets for FE and WBL had been set and not entirely actioned, these were highlighted in Red for future action. Kath Thomas noted that the Curriculum & Quality Committee had reviewed these areas in detail and are assured that actions are in hand.

The Corporation agreed:

- that progress on the Strategic Plan 2007/08 had been satisfactory.

10. Strategic Plan 2009-2012

Anne Falloon presented a new style draft Strategic Plan for consideration and agreement at the Planning Day on 14 January 2009. She felt that the new version was more amenable to monitoring. John Osbaldeston and Gavin Treavis congratulated her on the clarity of the new format.

The Corporation agreed:

- to note draft strategic goals and proposed strategic targets, further review in January 2009.

11. Financial Statements including Management Letters

Jim Winstanley noted that the Financial Statements have been reviewed and are recommended by both the Audit and Resources Committees. He also noted that the external auditors, Grant Thornton, have produced a Key Issues Memorandum which has been reviewed by the Audit Committee. There were no issues raised in the Memorandum. In light of discussions at the Audit Committee, he explained the reconciliation of the management accounts surplus of £80k with that shown in the Financial Statements of £20k. Alan Milligan felt that the format required by LSC is totally confusing as the real surplus is £605k, John Osbaldeston noted that having raised the matter originally at Audit Committee, he was now convinced that the reconciliation was proper. He seconded Alan Milligan's view that the accounts do not bear any resemblance to accounting reality. However, he agreed the balance sheet is entirely proper. Two minor amendments were required in the statements.

The Corporation agreed:

- the Financial Statement and Letter of Representation for signature, subject to the correction of two spelling mistakes.

ACTION : **Jim Winstanley to circulate amended Financial Statements and Letter of Representation for signature.**

13. Approval of College SAR 2007/08

Anne Falloon spoke to the report. She noted that with regard to the Section 1 gradings, management had been concerned to reflect these against the current 2006/07 success rate benchmarks the College is still in the top 10% of national averages (Grade 1). However, the report recognises that nationally further progress will be reflected in the 2007/08 averages, probably 4%. As the College has essentially stood still or declined slightly in success rates, this is reflected in a reduced grade for Capacity to Improve. Cyril Brandford felt there was a need to consider any areas of decline, Gavin Treavis asked whether senior staff involvement in the Academy was a factor. Anne Falloon pointed out that the report preceded the Academy. She also noted that the "Back to Basics" plan to address issues has been worked on since September.

The Corporation agreed:

- to approve the SAR for 2007/08 for submission to LSC.

14. Report on Senior Post holders Annual Appraisal including Clerk's targets

Kath Thomas spoke to the report. Cyril Brandford noted the thoroughness of the process. John Pattison explained that the Clerks targets that are proposed are intended to reflect the Governors strategic role. There was discussion as to whether there should be a target date set for circulation.

Cyril Brandford noted that the overall assessment of Kath Thomas' appraisal was that overall it was excellent and that the College was in excellent shape.

Kath Thomas reported on the appraisals of the Deputy Principal and Director of Finance and Estates.

The Corporation agreed:

- the outcomes of the appraisals of senior postholders.
- the Clerk's targets for 2008/09.

15. Review of senior post holder's procedures

Kath Thomas spoke to the paper. She noted that the AoC have now produced model Disciplinary and Appeals procedures which will be reviewed by Julie Davis. The meeting considered the Governance & Search Committee's recommended procedure for reviewing senior post holders salaries.

The Corporation agreed:

- that the Senior Post Holder's Disciplinary and Appeals procedures be revised on the basis of the AoC model document.
- the process for annual review of Senior Post Holder's salaries.
- the development of any additional procedures required for Good Governance.

16. Monitoring of Governance PIs 2007/08

The meeting considered progress against the performance indicators for 2007/08 reviewed and recommended as satisfactory by the Governance & Search Committee.

The Corporation agreed:

- that satisfactory progress had been made against the PIs for 2007/08.

17. Governance PIs 2008-09

The Corporation considered draft performance indicators proposed by the Governance & Search Committee; these were accepted.

The Corporation agreed:

- the Governance performance indicators for 2008-09.

19. Student Feedback

Craig Henthorn reported on the Celebrating Diversity competition, he noted students had enjoyed the activity very much.

21. Attendance at Training Courses

Kath Thomas reported on the programme for the joint Governor's training day.

22. Identification of Health & Safety Issues

Julie Davis informed the meeting of the outcomes of the Health & Safety Executive visit. The report was very positive and there are now no concerns.

23. Identification of Equal Opportunities Issues

None.

24. Any other Business

Draft minutes approved via email : 16/02/09

Minutes Approved:
***At Full Corporation meeting of
24 February 2009***

Signed

Date _____

**Rolling Action List
Full Corporation**

Meeting Date & Item No.	Rolling Action List	Actionee	Reported as Completed at meeting of
22 04 08-9	Anne Falloon to check the Train to Gain Level 3 figure.	Anne Falloon	7 October 2008
08 07 08 - 15	<p><u>Student Feedback</u> John Pattison to respond to Lyndsey Seville on behalf of the Corporation.</p> <p>John Pattison to ensure that the letter from Lyndsey Seville be published on the Governance website.</p>	<p>John Pattison</p> <p>John Pattison</p>	<p>7 October 2008</p> <p>7 October 2008</p>
07 10 08 - 8	<p><u>Three Year Financial Forecast</u> The Clerk to clarify whether other Corporations consider a less detailed version of the Three Year Financial Forecast.</p>	John Pattison	
09 12 08 - 8	<p><u>Academies Update</u> Abdul Jabbar to raise the College's concerns re. the lack of Local Authority Communication and consultation regarding the restructuring at Counthill with the Cabinet member for Education.</p>		
09 12 08 - 11	<p><u>Financial Statements including Management Letters</u> Jim Winstanley to circulate amended Financial Statements and Letter of Representation for signature.</p>		