



## THE OLDHAM COLLEGE

### FULL CORPORATION

#### Minutes of the Meeting held on 8 December 2009

Present:	Cyril Brandford Abdul Jabbar Kashif Ashraf Shauna Dixon Diane Howard Craig Henthorn Nigel Newton John Osbaldeston Kath Thomas	Chair Vice Chair Governor (late arrival) Governor Staff Governor Student Governor Governor Governor College Principal
Apologies:	John Alder Gavin Treavis Alan Williamson	Governor Governor Governor
In Attendance	John Pattison	Clerk to the Corporation

#### 1. **Apologies**

Apologies were received from John Alder, Gavin Treavis and Alan Williamson. John Conner was not in attendance, John Pattison informed the meeting it was quorate.

Cyril Brandford informed the meeting that he had received a letter of resignation from Naomi Sanderson. The meeting recorded thanks to Naomi for her contribution. Cyril Brandford also informed the meeting that due to pressure of work, Abdul Jabbar had resigned as Vice Chair and as a member of the Governance & Search Committee. Members were asked to consider a suitable candidate for proposal as Vice Chair at a future meeting.

#### 2. **Declaration of Conflicts of Interests**

None.

#### 3. **Permission for Officers of the Organisation to be Present**

Agreed.

#### 4. **Minutes of the meeting held on 6 October and matters arising**

Nigel Newton noted that the wording of the agreement for Item 9 should read "make arrangements for external review". With the above amendment the minutes of the meeting of 6 October 2009 were accepted as a correct record.

There were no matters arising.

#### 5. **Rolling Action List Update**

The following items were reported as completed:

- 6 10 09-12 **Monitoring of PIs 2008/09** - John Pattison to place a newspaper advert for Governors and to contact Governors to any recommendations prior to

the Governance & Search Committee meeting of 10 November.

6 10 09-14 **Governors Self Assessment** - John Pattison to take forward the self assessment of Governance.

8 12 09-06 **Principal's Report : Agreement of Signing the Academy Funding Agreement** - The Clerk to the Corporation to circulate the status report and Corporation agreement to other Governors for comment and the proposal of additional actions.

## 6. **Principal's Report : Agreement of Signing the Academy Funding Agreement**

Kath Thomas requested permission to table a progress report prepared by Memery Crystal. She explained that it had been hoped to propose signing of the Academy, however, some relatively minor issues are still outstanding. Consequently, she had requested the progress report.

She noted the gap analysis shows that initially all issues have been resolved, however she noted that until the final details are agreed, Governors should not sign the Agreement. She spoke to the issues raised by the gap analysis. She drew attention to section 10 which shows how the risk of repair and maintenance on buildings and systems has been mitigated by a series of agreements and understandings. With regard to 10.5, she reminded the meeting of the implications of the GAG. She felt Eugene O'Keefe at Memery Crystal as an Academy Chair himself had recognised the particular demands on the College.

John Osbaldeston noted that Shauna Dixon as intended Chair of the Academy Governors Trust must be satisfied that issues have been resolved.

John Pattison and Nigel Newton felt there were significant issues around TUPE. Nigel Newton asked whether Eugene O'Keefe was recommending signing, Kath Thomas informed the meeting he was. Abdul Jabbar requested that Memery Crystal be asked to provide written confirmation. John Osbaldeston requested that Memery Crystal be asked to include necessary warranties and covenants are included in the agreement.

### **The Corporation agreed:**

- **To delegate authority to the Principal and Shauna Dixon as company directors to sign an appropriate funding agreement on the basis of :**
  - **A written recommendation from Memery Crystal that the Agreement be signed**
  - **That any necessary warranties and covenants are included in the agreement.**

**ACTION :** **The Clerk to the Corporation to circulate the status report and Corporation agreement to other Governors for comment and the proposal of additional actions.**

## 7. **Fees Policy**

Kath Thomas requested that in light of significant new information from LSC, this item be withdrawn for further revision and amendments prior to re-submission.

### **The Corporation agreed:**

- **To withdrawal of the item for further revision and amendments.**

## 8. **Pay Award**

It was agreed to move this item further down the agenda.

## 9. **Strategic Plan Review**

Anne Fallon spoke to the paper providing progress reports on the six strategic goals. She felt that good progress had been made on creating a 21<sup>st</sup> century learning environment (despite loss of funding) and enabling 14-19 to become Young Professionals. She praised a range of staff for their efforts in keeping the Young Professionals initiative on track.

*Abdul Jabbar left the meeting at 5.45pm.*

With regard to goal 3, she noted that the strategic targets for finance have been largely met. The target of outstanding responsiveness to employees has been taken forward largely through links between the BDU and Curriculum areas. She felt we now have a regional and national reputation. This will be critical with the forthcoming divergence of funding streams. She felt that the goal of a learning community ethos was currently difficult to demonstrate but she felt that over three to five years, changes will be demonstrated, particularly with regard to technology and engineering. With regard to the final goal, there was discussion especially around success rates for FE 16-18. The meeting discussed the use of development grant monies to provide an evaluation of the progress and input of strategies to improve success. It was felt evaluations should be reported to the Curriculum & Quality Committee.

**ACTION:** Anne Falloon to investigate using development grant monies to provide impact analysis of strategies to improve success.

## 10. **Financial Statements**

It was noted that the Financial Statements had been reviewed and were recommended by the Audit Committee. It was also noted that the external auditors, Grant Thornton, had produced a Key Issues Memorandum which has been reviewed by the Audit Committee. There were no issues raised in the Memorandum.

### **The Corporation agreed:**

- the Financial Statement and Letter of Representation be approved for signature by the Chair and Principal.

## 11. **College Self Assessment Report**

Anne Falloon spoke to the report. She noted that the gradings were based on the new Common Inspection Framework and explained how gradings were arrived at. Shauna Dixon noted just how much the new safeguarding grade is dependent on administrative detail. Anne Falloon presented the gradings. She noted that SMT were recommending an overall grade as Outstanding. She explained Ofsted are stating that judgements of this nature are formulaic. She felt a range of other gradings contribute incrementally to this judgement.

John Osbaldeston asked what action was being taken regarding Care and Construction. Anne Falloon explained the range of actions had been put in place and felt management have a sound improvement strategy

## 12. **Internal Audit Report 2008/09**

In the absence of Alan Williamson and Gavin Treavis, John Pattison presented the report formally. John Osbaldeston as latterly Chair of the Audit Committee agreed that the report was satisfactory. He was also pleased to note that actions picked up in the past have now been addressed.

### **The Corporation agreed:**

- **To accept the report as evidence that the Audit Committee had fully and properly disclosed.**

**13. Audit Committee Annual Report**

In absence of Alan Williamson the Chair and Gavin Treavis the Vice Chair, John Osbaldeston presented the report formally.

**The Corporation agreed:**

- **To accept the report as evidence that the Audit Committee had fully and properly disclosed its functions for the period reported.**

**14. Minutes of Committee Meetings**

**Governance & Search Committee: 12 November 2009**

Kath Thomas spoke to the minutes. She drew attention to the agreement under Item 6, regarding the appointment of Sweeney Associates and the Mentor of the Principal Designate.

**Audit Committee : 30 September 2009:**

Shauna Dixon spoke to the minutes in Alan Williamson's absence. She drew attention to the issues around the re-appointment of internal auditors, John Osbaldeston noted that the minute showing his attendance was incorrect. John Pattison undertook to amend the minute.

**The Corporation agreed:**

- **To approve the draft minutes and the recommendations contained.**

**15. Student Feedback**

Craig Henthorn reported the outcomes of the Student Union Executive. He reported on the monthly student meeting which he felt had been successful and useful. He also reported on student activity for Children in Need and the highly successful Celebrating Diversity competition.

**16. Items for Staff briefing**

Kath Thomas reported a detailed and careful article has been written for the Staff Briefing on the SAR. Also Pay Award.

**17. Attendance at Meetings**

John Pattison reported on the Peer Referencing Colleges Governors' training day. Several Governors felt that this had been a very useful day. In light of information given to delegates on possible cuts, Shauna Dixon asked if any modelling had taken place. Kath Thomas noted she had requested that Jim Winstanley undertook such an exercise.

*Kashif Ashraf joined the meeting at 7.05.*

**18. Identification of Health & Safety Issues**

None.

**19. Identification of Equal Opportunities Issues**

None.

**20. Any other Business**

Kath Thomas asked Governors to confirm the arrangements for her leaving in light of holidays available and the Principal's availability if required for two further days that her finishing date as agreed to the end of contract date be 31 December 2009. Governors felt these arrangements to be reasonable.

**The Corporation agreed:**

- **That the Principal's finishing date be 11 December 2009, on the understanding that if required, she would continue to act as Principal until 31 December 2009.**

John Pattison informed the meeting that there had been clarification of Alun Francis' start date as Principal. It will be 1 February 2010. On that basis, he informed Governors' of the requirement for an Acting Principal to serve for the period 1 to 31 January 2010. He reminded Governors that according to the Instrument and Articles an Acting Principal has the powers and responsibilities of the Principal. He noted normal practice is for the Deputy Principal to serve in this capacity and that Anne Falloon had expressed her willingness to perform the role. He also reminded Governors that financial recognition of taking on the responsibility should be decided. Governors discussed this latter point in light of the Principal designate.

**The Corporation agree:**

- **That Anne Falloon serve as Acting Principal for the period 1-31 January.**
- **That the salary of the Acting Principal be pro-rata to the salary of the Principal Designate.**

Minutes Approved:

Signed

Date \_\_\_\_\_

**Rolling Action List  
Full Corporation**

<b>Meeting Date &amp; Item No.</b>	<b>Rolling Action List</b>	<b>Actionee</b>	<b>Action Deadline</b>	<b>Reported as completed at meeting of</b>
24 02 09 – 5ii	John Pattison to write Terms of Reference for the Academy Steering Group and circulate for approval. The quorum to be 50%.	J Pattison		
06 10 09-9	<p><u>Disaster Management Plan</u> Jim Winstanley to clarify whether the publication of senior managers personal telephone numbers in the Appendix to the Disaster Management Plan contravenes the DPA.</p> <p>Jim Winstanley to make arrangements for an external review of the Disaster Management Plan.</p>	<p>J Winstanley</p> <p>J Winstanley</p>		
6 10 09-16	<p><u>Minutes of Committee Meetings: Resources Committee 22 September 2009</u> John Pattison to include deadlines in Committee Rolling Action Lists.</p>	J Pattison		