

**OLDHAM COLLEGE
FULL CORPORATION**

Minutes of the Meeting held on Tuesday 27 March 2018

Present	Jonathan Edwards	Governor – Chair
	Riaz Ahmad	Governor
	Kashif Ashraf	Governor
	Megan Brown	Student Governor
	Graham Fleming	External Member
	Anthony France	Governor
	Alun Francis	Principal – Governor
	Alexandra Gardiner	Governor
	Anne Gornall	Governor
	Richard Guy	Governor
	Mike Jackson-Leafield	Staff Governor
	John Lancaster	Governor
	Shaid Mushtaq	Governor
	Nigel Newton	Governor
	Sohail Siddique	Student Governor
	Laura Smart	Governor
	Lorna Unwin	External Member
Officers:	Janet Frost	Clerk to the Corporation
	Allan Tyrer	Director of Finance
	Debra Woodruff	Deputy Principal
In attendance:	Lowell Williams	CEO Dudley College
Apologies:	Graham Bradbury	Staff Governor
	Bob Harrison	Governor
	Des Herlihy	Governor
	Abdul Jabbar	Governor
	Mike Macloughlin	ESFA

The Chair welcomed all members to the meeting and introduced Lorna Unwin, External Member and Lowell Williams, CEO Dudley College.

53/17 Declaration of Conflicts of Interest

Declarations of interest were made by Shaid Mushtaq and Riaz Ahmad should any discussion in the meeting relate to their areas of work.

54/17 Apologies for Absence

Apologies of absence had been received and were accepted from Graham Bradbury, Bob Harrison, Des Herlihy and Abdul Jabbar.

55/17 Minutes of the Meeting held 19 February 2018

The minutes of the meeting of the Corporation held on 19 February 2018 had been previously circulated to members for consideration.

It was **RESOLVED** that the minutes reflected a true record of the meeting and were accepted and signed by the Vice Chair as a correct record.

56/17 Matters Arising from the minutes of the 19 February 2018

There were no matters arising that were not covered on the agenda.

57/17 Rolling Actions

43/17.1 19 February 2018 44/17 - Update FEC Visit

A Strategic Away day be convened for end of March 2018

It was **RESOLVED** that following discussion at the current meeting the action would be complete.

47/17 19 February 2018 – GDPR

Members requested that the Audit Committee receive ongoing assurance that GDPR compliance is achieved in all areas of the college.

It was **RESOLVED** that GDPR would be added to the Audit Committee Workplan.

58/17 Student Union's Update (Item 7)

A copy of the Student Union report had previously been sent to members for their consideration.

The Student Governor (MB) summarised the key points of the report including:-

- 148 NUS Extra cards have been sold to date
- A training session by Unite was given to the Student Union on worker's rights
- The student run LGBT+ group, named SAGA has re-started
- A 'healthy' fridge has been introduced into the learning resource centre to encourage students to have their five a day of fruit and vegetables

The Chair thanked the Student Governor for her report.

It was **RESOLVED** that members noted the progress by the Student Union

59/17 Principal's Report (Item 8)

The Principal had previously circulated a report that updated members on a number of key areas.

He highlighted the key points as follows:-

- (i) **Finance and Quality** – Financial recovery remains on track although there is a need to constantly review priorities and balance the needs of the recovery plan with the need to invest in quality. Reported that recruitment figures for 2018 intake, for both higher education and applications from school leavers, are both cautiously optimistic
Reported that an interim head of Human Resources has been appointed in order to strengthen capacity in this area.
- (ii) **Summer Term Plan** – noted that the College Improvement Partner report showed that there was considerable progress across the College in terms of the quality of observable teaching and learning, however two key issues which needed addressing are; the number of areas which are not improving quickly enough and the accurate and timely recording of student performance which remains variable across the College. A member asked what confidence is there that these areas will improve by the summer. The Deputy Principal advised that that each area had a clear intervention plan that was being closely monitored through the Business Review process. In addition the introduction of the Balance Scorecard performance management tool is

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being introduced after Easter which will produce an interim assessment of annual performance prior to July. Staff will then be reassessed against this over the course of the year.

A further discussion took place and it was reported that staff have welcomed the Balanced Score Card approach which will also monitor agency and temporary staff.

(iii) FE Commissioner Visit – 25 and 26 April 2018

Noted that the two day visit will take place in April. Reported that there has been good progress on governance, the quality of teaching and learning and the financial plan.

(iv) Capital Bid and Estates - Work on the capital bid for a new construction skills centre is progressing. Noted that there is good employer support from First Choice Homes, MACE, Wilmot Dixon and a number of smaller firms. The College has consulted with the Council team and with neighbouring colleges. The deadline for submissions is 6th April

(v) Community Tensions/Cohesion – The Principal briefed members on recent incidents in the town which involved students from the College noting that the College is working closely with GMP and partners to better understand the community tensions.

(vi) Opportunity Area – Governors were pleased to note that the College has been awarded £124,000 from the Fund to support enrichment work with our students until summer 2019. The Chair asked for a copy of the plan to be circulated once completed.

(vii) Strategic College Improvement Fund – The Principal provided a summary update on the partnering arrangement with Dudley College noting that there is a range of short and long term activities taking place that are proving worth while.

(viii) GM Skills Competitions – Reported that Oldham College had come a creditable second in the Hair and Beauty competition and was a runner up in the Digital section.

It was **RESOLVED** that:-

- (i)** the report be received and the progress as reported noted and,
- (ii)** a copy of the Opportunity Fund plan be circulated to members.

60/17 Resources Committee Summary Report (Item 9)

- i. **Management Accounts to 31st January 2018** –The management accounts to 31st January were considered. The Director of Finance highlighted the key points contained in the report noting that the College is on target to achieve the EBITDA and surplus as forecast for the year.
Members discussed the report and commented that the need to grow 16-18 number was essential. In reply the Director of Finance advised that the strategy is to increase the number of 16-18 year olds by offering a more attractive offer particularly aimed at high achievers. It was reported that UCO apprenticeships have also increased this year compared to last year. Q
- ii. **Cash Flow and Treasury Position** – The loan and overdraft position for each facility was noted by members. The Director of Finance advised that the greatest use of the overdraft forecast would be April when there would be £1,359k headroom compared to only £544k in April 2016/17. Members noted the improving position and asked if the overdraft facility would remain at £3m and it was reported that it would for the immediate future. Q
- iii. **UCO Restructure Report** – The Director of Finance reported that in light of the low level of contribution at UCO a review of operations has been carried out that has led to the restructuring of the management and teaching structures including a review of teaching protocols. A number of questions were raised and in response members were advised that consultations with the unions were to commence. An increase in contributions from Q

UCO will be achieved as part of the planned restructure and the increase has been included in the forecast figures presented.

The Principal reported that the outcome of QAA process was not yet known and would be reported as soon as the report is received.

- iv. **UCO Fees 2019/20** – The Director of Finance reported that the Resources Committee at the March meeting had considered the UCO fees for 2018/19 and recommended to the Corporation that the fees for 2019/20 be set at £7,500 per annum, pro rata for part time courses, with the right to charge a higher fee of £8,000 for any courses that are expensive to run. Members also noted that the College had completed an Access Agreement and submitted it to OFFA (the Office for Fair Access) stating that fees will be up to a maximum of £9,000. Members discussed the proposed fee level and considered how it compares with our neighbours. Following a detailed discussion members supported the proposal.
- v. **Gender Pay Gap Report** – It was reported that the Resources Committee had considered the report on Gender Pay Gap and agreed that the report be published on the College's website. The Chair asked that a copy of the report be circulated to member's following the meeting.
- vi. **Health and Safety Report** – A copy of the Health and Safety report was presented to members. Members noted the content of the report and progress made since the previous meeting.
- vii. **Contracts over £30k** – Members noted that one new contract over £30k had been entered into since the previous meeting.

The Chair thanked AT for his detailed report.

It was **RESOLVED** that:-

- (i) Members noted the summary of the reports presented to the Resources Committee on 6 March 2018
- (ii) The management accounts to 31st January 2018 were received and approved by members,
- (iii) Members noted and approved the Cash Flow and Treasury position,
- (iv) Members approved the 2019/20 fees at £7,500 per annum, pro rata for part time courses, with the right to charge a higher fee of £8,000 for any courses that are expensive to run, and
- (v) Members noted that the College had completed an Access Agreement and submitted it to OFFA (the Office for Fair Access) stating that fees will be up to a maximum of £9,000.

61/17 Curriculum and Quality Summary Report (Item 10)

The Deputy Principal introduced the report referring to the pack that had previously been circulated to members for information.

The Deputy Principal advised that members had received each of the reports at its C&Q Committee on 13th March 2018 and the papers circulated provided further narrative and assurance on the progress being achieved.

Curriculum Plan:

i. Self –Assessment Report (SAR) Half Termly Review – Sections 2 and 4

It was reported that the SAR Section 2 (The Quality Improvement Judgements) and Section 4 (The Impact of Quality Improvement – January 18) had been updated to include feedback from the Ofsted Support and Challenge visit on the 25th February 18, which confirmed the College Self-Assessment Judgements. Governors noted the Support and Challenge feedback and the particular progress being achieved with those students that had previously had low attendance. It was

reported that 16-18 retention was 1% higher than the same period last year, however this was 1% below target, whilst the Adult retention target was on track.

A member asked how attendance compared to last year and in response the Vice Principal advised there has been a higher number of students with poor attendance and poor behaviour which staff have had to deal with this year. The College has improved its work with schools to identify at enrolment those students that have had low attendance at school and/or behaviour issues so that plans can be put in place at the offset.

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Further clarity was sought relating to students that present with mental health issues and the Vice Principal provided clarity on the systems and support that are in place to help students.

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Predicted success rates was reported and the Deputy Principal assured members that intervention plans had been put in place for those Faculties at risk, noting that this included; Construction, Maths, Retail and Commercial, Sport, Travel and Tourism and Public Services. In addition plans are in place for Skills and Employability and High Cost High Needs. A member asked how the process will facilitate improvement and it was reported that weekly Task Group meetings have been put in place for those Faculties in intervention to drive improvement.

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A member observed that the Right Learner Right Course approach requires an evaluation to ensure that the planning for 2018/19 takes in to consideration lessons learnt.

ii. ISS and PDBW Update

Members noted the work of the ISS and PDBW teams and the impact the service is having on the students and its contribution to the wider strategic aims of the College.

iii. HE and Higher Skills Action Plan

An updated HE and Higher Skills Strategy Action Plan had been circulated to members for their consideration. Members noted the progress that was being achieved.

iv. Safeguarding and Prevent Update

The Safeguarding Termly Report was received by members and the work of the Safeguarding Team noted.

It was **RESOLVED** that members received the C&Q Summary report as presented and:-

- (i) Noted the progress in delivering the Curriculum Plan,
- (ii) Received the HE Curriculum and Quality Summary Report as presented and,
- (iii) Received and approved the Safeguarding Termly Report.

62/17 Audit Summary Report (Item 11)

A copy of the Audit Summary Report had been prepared by the Director of Finance and previously circulated to members for consideration and information. The Director of Finance reported that each of the reports had been scrutinised at the Audit Committee held on 8 March 2018. He drew member's attention to the following:-

- **The Internal Audit Assignment Reports** - The outcome of three reviews were reported; HR – Performance management, systems and reporting which provided reasonable assurance, Apprenticeships Post Levy systems and processes which provided substantial

assurance and External Assurance Review Subcontracting which was fully compliant with its external subcontractor arrangements.

- **Risk Management Register and Action Plan** – A copy of the Risk Register was provided to members for their consideration. Members reviewed the document.

In discussion members considered the controls that are in place for the risks associated with progress on improvements to achieve a 'good' OfSTED and following a detailed discussion members agreed that this is a high risk and reflected correctly in the Plan.

- **Audit Rolling Tracking Tool** – it was reported that the Audit Committee had requested prompt action be taken to ensure old actions are cleared before the next meeting.
- **Use of Consultants** – members were advised of the use of consultants since the previous meeting and noted the scope of their engagement.

It was **RESOLVED** that:-

- (i) members received the report and noted the content and,
- (ii) received the Risk Management Register as presented.

63/17 Use of Seal (Item 12)

The Clerk reported that the College Seal had not been used since the previous meeting.

It was **RESOLVED** that the report be noted.

64/17 Minutes and Reports from meetings:-

64/17.1 Curriculum and Quality Committee 13 March 2018 (Item 13.1)

The Chair reported that the minutes of the C&Q Committee held on 13 March 2018 had been circulated to members for formal receipt and there was no further discussion required on any of the items.

It was **RESOLVED** that the minutes of the meeting be received as a true record of the meeting

64/17.2 UCO Advisory Board 8 March 2018 (Item 13.2)

The Committee Chair reported that the minutes of the UCO Advisory Board held on 8 March 2018 had been circulated to members for formal receipt and there was no further discussion required on any of the items.

It was **RESOLVED** that the minutes of the meeting be received as a true record of the meeting.

64/17.3 Resources Committee 8 March 2018 (Item 13.3)

The Chair reported that the minutes of the Resources Committee held on 8 March 2018 had been circulated to members for formal receipt and there was no further discussion required on any of the items.

It was **RESOLVED** that the minutes of the meeting be received as a true record of the meeting.

64/17.4 Audit Committee 8 March 2018 (Item 13.4)

The Chair reported that the minutes of the Audit Committee held on 8 March 2018 had been circulated to members for formal receipt and there was no further discussion required on any of the items.

It was **RESOLVED** that the minutes of the meeting be received as a true record of the meeting

65/17 Workplan Deviation Report (Item 14)

A report detailing the changes to the proposed Workplan for 2017/18 had previously been circulated to members for information. Members noted an additional report was presented relating to the Fees Policy 2018/19 including UCO. It was **RESOLVED** that members noted the report.

66/17 Any Other Business

None to report.

67/17 Dates of Future Meeting

Tuesday 3 July 2018

Meeting finished at 6.00pm

Minutes Approved.....Date.....
Chair

Full Corporation 27 March 2018
Rolling Action List

Meeting Date and Item No.	Rolling Action List (Outstanding actions from previous meeting(s) to be carried forward, listed below, and not removed until completed/closed.)	Actionee	Reported as Completed at meeting of:
19 02 17 Min 44/17	Update FEC Visit A Strategic Away Day be convened for end of March 2018	Clerk/Principal	Full Corp 27 03 18
19 02 17 Min 47/17	GDPR Members requested that the Audit Committee receive ongoing assurance that GDPR compliance is achieved in all areas of the college	Director of Finance	Full Corp 27 03 18
27 03 18 Min 59/17	Principal's Report Opportunity Area Fund – a copy of the plan to be circulated once completed.	Deputy Principal	
27 03 18 Min 60/17	Resources Summary Report Gender Pay Gap Report – A copy of the report be circulated to member's following the meeting	Clerk	