

OLDHAM COLLEGE FULL CORPORATION

Minutes of the Meeting held on Tuesday 31 October 2017

| | | |
|-------------------|-----------------------|-----------------------------|
| Present | Tim Mitchell | Governor – Chair |
| | Riaz Ahmad | Governor |
| | Kashif Ashraf | Governor |
| | Graham Bradbury | Staff Governor |
| | Jonathan Edwards | Governor |
| | Graham Fleming | External Member |
| | Anthony France | Governor |
| | Alun Francis | Principal – Governor |
| | Des Herlihy | External Member |
| | Abdul Jabbar | Governor |
| | Mike Jackson-Leafield | Staff Governor |
| | Shaid Mustaq | Governor |
| | Nigel Newton | Governor |
| | Laura Smart | Governor |
| Officers: | Janet Frost | Clerk to the Corporation |
| | Allan Tyrer | Interim Director of Finance |
| | Debra Woodruff | Deputy Principal |
| Apologies: | Alex Gardiner | Governor |
| | Anne Gornall | Governor |
| | John Lancaster | Governor |

1/17 Presentation – 16-19 Accountability Reforms

The Vice Principal for Strategy and Quality delivered a presentation on the new 16-19 Accountability Reforms. Members were advised that additional headline measures have been added to the existing five measures published in 2016. It was reported that the key additional measure for the College relates to the inclusion of some Level 2 qualifications and details of the new measures were explained to members. The Vice Principal also summarised the Colleges shadow data compared to national for the Technical Level Cohort, Technical Certificate Cohort and the Level 2 Vocational Cohort. Members noted the presentation.

5.05pm The Vice Principal retired from the meeting

2/17 Declaration of Conflicts of Interest

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

3/17 Apologies for Absence

Apologies of absence had been received and were accepted from Alexandra Gardiner, Anne Gornall and John Lancaster.

4/17 Permission for Officers of the Organisation to be Present

It was **RESOLVED** that officers present should remain in the meeting.

5/17 Minutes of the Meeting held 11 July 2017

The minutes of the meeting of the Corporation held on 11 July 2017 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 Chair as a correct record.

6/17 Matters Arising from the minutes of the 11 July 2017

There were no matters arising from the previous meetings not already on the agenda for the current meeting.

7/17 Rolling Actions

11 July 2017 Min60/17 - Curriculum and Quality Committee minutes of 29 November 2016

To be circulated to the next Full Corporation in March 2017.

It was **RESOLVED** that this action was complete.

8/17 Students' Union Update inc. Accounts for 2016/17 (Item 7)

A copy of the Student Union report had previously been sent to members for their consideration. The Chair noted the positive start to the year for the Student Union and was pleased to report a high number of NUS Extra cards sold to date. Members reviewed the accounts for the year ending July 2017 noting a net income of £5685. No questions were raised.

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

9/17 The Chair proposed a change in the reporting sequence with Items 10, 11 and 12.

It was **RESOLVED** that members agreed the change as reported.

10/17 Finance and Resources Summary Report (Item 10)

A copy of the Finance and Resources Summary Report had previously been circulated to members for consideration. The Director of Finance advised that the Resources Committee had received detailed papers and discussed all at length at their meeting on the 3 October 2017.

The Director of Finance summarised key points from the report:-

(i) Financial Results to 31 July 2017

A copy of the management accounts to 31st July 2017 had been circulated to members for consideration. It was reported that the College had achieved its EBITDA and surplus as forecasted and secured a return to a financial health rating of 'satisfactory'.

(ii) ESFA Two Year Plan

The Director of Finance reported that the ESFA had accepted the plan as presented advising that the plan projects the College to return its financial health to 'good' by the end of 2018/19. A member asked if early signs in 2017/18 indicate any variances to the plan and if how are they being managed to ensure the target of 'good' will be achieved. The Director of Finance reported that the College must continue to achieve efficiencies throughout the year to meet the targets set and the robust Business Review process along with weekly leadership meetings provides a process of detailed scrutiny.

(iii) Cashflow and Treasury Position

A report detailing the cash and treasury position, including the position with loan covenants of the College had been prepared by the Director of Finance and previously circulated to members for consideration and information.

Members were advised that the report provided details as at 31 August 2017 for each loan and overdraft / cash balance. Members noted that the Resources Committee at its October 2017 meeting had considered the report and recommended it for approval to the Full Corporation.

(iv) Marketing Update

It was reported that Kenyon's continue to work with the College and recent promotions of the College on You Tube had received positive feedback. The Principal advised that a new video would be launched in the next few weeks promoting vocational learning.

A member asked how we measure the success/impact of the marketing ads, and have we changed our approach compared to previous years to ensure the marketing gets to the client group? In reply the Principal advised that whilst it is difficult to directly link an advert to increased numbers the recruitment data shows that UCO and 16-18 numbers are improving. The marketing approach has been far more quirky and disseminated via apps which young people use. The marketing team are capturing student's and parent's views and these will be reported to members and used to inform future approaches.

(v) Risk Management

C

Q

The Director of Finance reported that the Risk Management Register had been updated and reviewed at the Resources Committee to include the key operational risks reflecting the new financial year and to take account of changing circumstances since the last meeting. Members noted the report.

(vi) Health and Safety Annual Report 2016/17

The Annual Health and Safety Report for 2016/17 had been prepared by the Campus Manager and previously circulated to members for consideration and information.

The Director of Finance summarised the key points noting that the overall assurance level confirmed by the H&S Audit was 'good'. Members noted and approved the H&S Annual Report as presented.

(vii) College Staff Annual Pay Review

The Director of Finance reported that the Resources Committee had discussed in detail the implication of paying an annual award in 2017/18 noting that there was a desire to pay an award and that the financial implications were being worked through. A member asked the cost to the college, commenting that staff are the greatest asset and should be rewarded. This was supported by all members and the Director of Finance advised that an option report would be considered by the Resources Committee at its next meeting in November.

(viii) Contracts over £30k

Members noted contracts over £30k that had been let since the previous meeting.

It was **RESOLVED** that:-

- (i) The report as presented was noted by members,
- (ii) The management accounts to 31st July 2017 were approved by members, and
- (iii) The Health and Safety Annual Report for 2016/17 was approved by members,
- (iv) An option report relating to the Annual pay Review be presented to the Resources Committee in November 2017.

11/17 Curriculum and Quality Summary Report (Item 11)

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 the Task Group report which detailed the outturn achievement data for each area of the college and that the focus was now centred on the 2017/18 plan to improve performance and reduce variability across faculties. The following reports had been received by the C&Q Committee at its October meeting and discussed in detail and the Deputy Principal provided headlines for each section of the report:-

Curriculum Plan:

(i) FE Classroom Based 2017/18 targets

Noted that there is a need to increase L3 provision in Construction, Digital and Creative to respond to skills priorities.

(ii) KPIs and Performance

The latest KPI report was received and noted by members.

(iii) Right Learner Right Start

The Deputy Principal reported that a new at risk process had been implemented that rigorously reviews attendance, behaviour and attainment. The focus at the beginning of the year has been to ensure students are on the right course. A governor asked what information is being received as part of this process, and the Deputy Principal reported that at the beginning of the year there were a large number of students that were displaying poor behaviour and attendance was poor. Actions for each of these students had taken place and the issues were reducing and attendance improving.

(iv) TLA Plan and Implementation

Noted that the Teaching for Distinction CPD programme continues to be rolled out to all staff and the challenge is to embed the practices and behaviours in the tutors and assessors delivery and teaching. The approach to performance management includes Principalship, management and Quality Team walkthroughs and formal observations.

(v) SAR and QIP

Reported that an additional meeting of members will take place on 15 November facilitated by the College Improvement Partner which will give an opportunity to further scrutinise the SAR and discuss, moderate and validate the SAR grades.

(vi) 2016/17 task Force Report

Noted that the final Task Group report for 2016/17 was presented to the C&Q Committee at its October meeting. The Deputy Principal advised that whilst the College has seen a second year of improvement there remains large variation in some areas; Motor Vehicle, Construction, Leisure, Travel and Tourism, Finance and Professional, maths and particular issues with L3 where end point examinations have been introduced. A member asked what processes have been put in place to reduce the variation in the named faculties and the Principal advised a consistent approach in applying the methods learnt in the CPD sessions is being monitored closely as part of the TLA assessment plan with appropriate development and support being provide at the earliest opportunity for those that require it.

(vii) HE Curriculum and Quality Report

Members noted the HE update as presented to the C&Q Committee at its October meeting and were pleased with the progress that had been achieved in 2016/17 with new validation partners.

(viii) Safeguarding Annual report inc. Prevent Action Plan

The Safeguarding Annual Report for 2016/17 was received by members and the work of the Safeguarding Team noted. The Prevent Action Plan was also circulated to members and members noted the progress in achieving the actions.

(ix) Student Complaints Annual Report 2016/17

An annual summary had been prepared for all Student Complaints received in 2016/17. It was reported that the C&Q Committee had considered the report in detail at its October meeting. Members noted the report.

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

- (i) Noted the progress in delivering the Curriculum Plan,
- (ii) Noted that members would convene in November 2017 to review and approve the SAR and QIP for 2017/18,
- (iii) Noted the final Task Group report for 2016/17 and the progress achieved and the work that is required to reduce variability across Faculties in 2017/18,
- (iv) Received the HE Curriculum and Quality Summary Report as presented
- (v) Received and approved the Safeguarding Annual Report for 2016/17 including the Prevent Acton Plan, and
- (vi) Received the Student Complaints Annual Report for 2016/17.

12/17 Internal Audit Plan 2017/18 (Item 12)

A copy of the draft Internal Audit Action Plan had previously been circulated to members for consideration. The Director of Finance reported that this was the first plan produced by the new Internal Auditors, ICCA, following a review of the College's Risk register and meetings with management.

The Plan had been considered at the Special Meeting of the Audit Committee and no changes had been made to the draft.

It was **RESOLVED** that members approved the Audit Plan for 2017/18 as presented.

13/17 Governance and Search Summary Report (Item 13)

Members received an update since the previous meeting on Corporation membership and approved the nomination of Mike Jackson-Leafield as the new teaching staff governor following a recent election process by the teaching staff.

A copy of the Governance PI's and Governance Action Plan updated since the previous meeting was also provided for information.

A copy of each committee workplan was provided for information. No comments were received.

It was **RESOLVED** that members received the report as presented.

14/17 Principal's Report (Item 8)

The Principal had previously circulated a report to members that provide an update on key areas, in summary:-

- (i) **Finances** – the Principal advised that the College had received confirmation from the ESFA that they have assessed the College's performance for 2016-17 and plan for 2017-18 and graded us as "satisfactory" under both headings.

- (ii) **Recruitment** – reported that the adult programmes were recruiting well and there is a possibility that the College may ask for an increased allocation of funding. This will be reviewed over the next month. Apprenticeship and HE income is also on target with some areas slightly exceeding target. The recruitment for 16-18 year olds has been slightly better than last year, but remains short of our contract. This will impact on 2018/19 income and therefore the Principal advised that there will be additional efficiencies to be made this year
- (iii) **2016/17 Results** – The Principal provided the headline figures noting that there has been solid improvement across all measures, and was particularly pleased to report this gave a second year of considerable improvement. However, he informed members that although headline figures showed progress there remained areas of the college where variability of outcomes was too great between the best and worst performing areas. Secondly the teaching and assessment of students must be consistently good across the college. A governor asked what is in place to support staff to reduce the variability and how will you know that the methods are working? The Principal explained the Teaching for Distinction model and the way in which the new practices are being embedded across the College, with the emphasis being on consistency. A detailed analysis of each faculty and service area takes place on a monthly basis to drill down and identify issues and resolve them.
- (iv) **Skills Capital – the Principal provided an update on the bid that had been submitted** for Skills Capital (a bid for almost £8m), to cover a new Construction Skills Centre and improved kit and equipment in health and social care and digital. The outcome of the bidding process would be March 2018.
- (v) **FEC Visit**
See confidential minute

It was **RESOLVED** that members noted the Principal's Report as presented.

15/17 Use of College Seal (Item 14)

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

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

16/17 Minutes and Reports from meetings:-

16/16.1 UCO Advisory Board 26 September 2017 (Item 15.1)

The Chair reported that the minutes of the UCO Advisory Board held on 26 September 2017 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

17/16.2 Special Audit Committee 26 September 2017 (Item 15.2)

The Committee Chair reported that the minutes of the Special Audit Committee held on 26 September 2017 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

17/16.3 Resources Committee 3 October 2017 (Item 15.3)

The Committee Chair reported that the minutes of the Resources Committee held on 3 October 2017 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

17/16.4 Curriculum and Quality Committee 17 October 2017 (Item 15.4)

The Chair reported that the minutes of the meeting of the C&Q Committee held on 17 October 2017 had 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.

17/16.5 Prevent and British Values Working Group 17 October 2017 (Item 15.5)

The Chair reported that the minutes of the meeting of the C&Q Committee held on 17 October 2017 had 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.

17/17 Committee Terms of Reference and Workplan 2017/18 and Commentary on Changes(Item 16)

A copy of the Terms of reference for Resources, Curriculum and Quality, Governance and Search, Audit, Remuneration and UCO Task Group were presented to members for review. Members noted the TOR as presented and made no changes.

Workplan for 2017/18 including changes to the reporting sequence for the current meeting was presented to members for consideration. Members noted the amendments which included the Financial Regulation being presented to the December 2018 meeting for approval and noting that there were no confidential items from 2016/17 to report.

It was **RESOLVED** that:-

- (i) members received and approved the TOR as presented,
- (ii) noted the Workplan and changes as presented.

18/17 Dates of Future Meeting

Monday 18 December 2017

Tuesday 27 March 2018

Tuesday 3 July 2018

Meeting finished at 6.30pm

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

**Full Corporation 31 October 2017
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: |
|----------------------------------|--|---------------------|---|
| 31 10 17 Min 10/17 | <u>Finance and Resources Summary Report</u> An option report relating to the Annual Pay Review be presented to the Resources Committee in November 2017. | Director of Finance | |
| 31 10 17 Min 17.16.5 | <u>Prevent and British Values Working Group 17 October 2017</u> Minutes to be presented to the next meeting in December 2017. | Clerk | |