

**OLDHAM COLLEGE  
FULL CORPORATION**

**Minutes of the Meeting held on Tuesday 7 March 2017**

<b>Present</b>	<b>Members:</b>	Tim Mitchell	Governor – Chair
		Abdul Alim	External Member
		Kashif Ashraf	Governor
		Graham Bradbury	Governor
		Jonathan Edwards	Governor
		Anthony France	Governor
		Alun Francis	Principal – Governor
		Alexandra Gardiner	Governor
		Diane Howard	Governor
		Arthur Hewitt	Student Governor
		Abdul Jabbar	Governor
		John Lancaster	Governor
		Brendan Murden	Governor
		Shaid Mustaq	Governor
		<b>Officers:</b>	Janet Frost
	Allan Tyrer	Interim Director of Finance	
	Debra Woodruff	Deputy Principal	

**In attendance:** Tom Stannard, Oldham Council

<b>Apologies:</b>	Riaz Ahmad	Governor
	Anne Gornall	Governor
	Des Herlihy	External Member
	Leanne Holmes	Governor
	Ruth Jones	Student Governor
	Nigel Newton	Governor
	Brian Simpson	Governor
	Laura Smart	Governor
	Mike Firth	SFA

**41/16 Declaration of Conflicts of Interest**

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

**42/16 Apologies for Absence**

Apologies were received and accepted as listed above.

**43/16 Introduction**

The Chair advised members that there were three main agenda items for discussion: the FE Commissioner recommendations, a review of the Integrated Financial Plan and Quality Plan and consideration of the issue of merger for the College.

**43/16.1 FE Commissioner Key Recommendations**

A copy of the power point presentation that had been delivered by the FE Commissioner advisors at the Special meeting of the Corporation meeting held on 1<sup>st</sup> March 2017 had been circulated to members in advance of the meeting. The Principal was invited to summarise the key points from the presentation and the Chair invited questions and comments:-

- A member acknowledged that it was difficult to make any decisions relating to the FE Commissioners' recommendations as the final report had not yet been received
- The timeline indicated in the presentation was felt to be unrealistic

- A member commented that the GMCA had devolved powers and the responsibility for the restructuring of FE colleges in GM and questioned if this responsibility had been taken on by the FE Commission. It was reported that the FEC does not have these powers and a member commented that the college required clarity on the strategy for GM
- Members discussed the benefits for Oldham with the implementation of the Opportunity Area Programme and considered how the Opportunity Fund could assist the college

The Principal advised Members of the two recommendations within the presentation and agreed to return to the merger proposal later on the current agenda.

#### **43/16.2 Delivering an Integrated Financial and Quality Plan**

**Financial Plan** – A copy of the Financial Recovery Plan 2016 – 19 had previously been circulated to members for consideration. The Interim Director of Finance drew members’ attention to the key points:-

- 16-18 income – forecast assumption is no growth; 19+ ASB – forecast no growth with current levels maintained; Apprenticeships – forecast of 5% income growth; HE – no numbers growth forecast; Advanced Learner Loans – forecast a 5% income growth; LEA High Needs income – forecast of no growth; project income and tuition fees also forecast no growth
- Noted that the income for this year has almost been achieved (£70k still needed for the ASB budget)
- Noted that there is potential to reduce non pay costs slightly within year

During discussion a member asked what processes are in place to monitor the financial position and it was reported that weekly meetings take place to review the salary position and in addition SLT meet weekly to review the overall position. The Business Reviews take place monthly with HOF’s and this ensures scrutiny at all levels. A further question was asked relating to the salary position and it was reported that this area was being closely managed, however the level of sickness was impacting negatively on the need for increased agency staff. The non-pay costs were showing an improving position and it was reported that the forecast non pay assumptions will be achieved.

**Quality Improvement Plan** – A copy of the QIP had previously been circulated to members for their consideration. The Deputy Principal advised members that the plan outlines the measurable impacts and targets for each area of the college and reported that the process for monitoring is now in place that will include Predicted Achievement Panels and Business Review Meetings.

It was **RESOLVED** that members noted the position on the Financial Plan and Quality Improvement Plan.

#### **44/16 FE Commissioner Recommendations and Next Steps**

The Principal had previously circulated a presentation that considered the FE Commissioners’ recommendations and next steps. Members were invited to consider and discuss. The key points of the discussion were:-

- Members noted the two FEC recommendations and discussed critical questions that the Principal and Chair agreed to seek further advice on
- Members expressed concern at the timescales laid out in the recommendations noting that they are faster than the original merger plans and agreed that this could have a detrimental impact on delivery of outcomes and impact on the attention required to the financial planning
- A new integrated finance and quality plan for 2017 – 19 has been developed and the latest position was shared with members
- Members supported a proposal for an external partner to be commissioned that will bring good practise from elsewhere and who has experience of working with the OfSTED framework. The focus will be to test out our pace of achieving outcomes whilst improving quality.
- Structure Chart –SLT has been readjusted to strengthen teams and to be more effective and efficient. It was noted that the Safeguarding Lead Officer now reports directly to the Deputy Principal. In response to a question raised regarding the external partner it was reported that this person would report to the Chair and the Principal.
- Members questioned how the FEC proposal aligns with the strategy for the Combined Authority and local authority. Members debated the position within GM and agreed unanimously that any merger proposal had to be consistent with the GM framework for skills and the economy

- Members considered and agreed that a red line for Oldham College is that any merger must safeguard the delivery of the full range of Technical pathways to Level 3, with specialisms beyond this and retention of a dedicated higher education campus in Oldham
- It was agreed that clarity on the UTC is required including the associated capital options.
- Members discussed and supported the introduction of a Corporation Task Group to drive the delivery of the Integrated Financial and Quality Plan.

The Chair thanked members for their contribution.

Members **RESOLVED** that:-

- Oldham College is open to merger or other options of structural change, however the timescales set out in the FEC recommendations present the college with significant concerns,
- the priority for the college must be to focus on its recovery planning and quality improvement,
- members requested the college works with Oldham Council to address the wider GM implications, particularly the need for a clear strategy and coherent framework for skills and the economy, and that once this has been achieved Oldham College will consider the structural position again,
- subject to (iii) above members proposed that they would consider triggering a process from January 2018,
- any merger must safeguard the delivery of the full range of Technical pathways to Level 3, with specialisms beyond this and retention of a dedicated higher education campus in Oldham and
- a Corporation Task Group be convened to drive the delivery of the Integrated Financial and Quality Plan.

#### **45/16 Minutes of Committee Meetings**

Members received the minutes of the following meetings:-

- Curriculum and Quality 29 November 2016
- Special meeting of the Full Corporation 28 November 2016
- Audit Committee 13 December 2016
- Audit Committee 7 February 2017

It was reported that the minutes of each of the meetings 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

#### **46/16 Student Union Update**

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

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

#### **47/16 Any Other Business**

##### **Hopwood Hall**

The Principal circulated a letter that had been received from Hopwood Hall relating to the Area Based Review process and their willingness to explore opportunities around building a partnership, with a view to pursuing a merger or creating a federation. Members discussed the letter and agreed that any dialogue with Hopwood Hall should be aligned to the process being put forward by the FE Commissioner.

It was **RESOLVED** that the Chair reply to Hopwood Hall on behalf of the Corporation.

#### **48/16 Dates of Future Meeting**

Tuesday 4 July 2017 at 5.00pm – 7.00pm

**Meeting finished at 7.00pm**

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

**Full Corporation 11 October 2016  
Rolling Action List**

<b>Meeting Date and Item No.</b>	<b>Rolling Action List</b> (Outstanding actions from previous meeting(s) to be carried forward, listed below, and not removed until completed/closed.)	<b>Actionee</b>	<b>Reported as Completed at meeting of:</b>
12 07 16 Min 110/15 11 10 16 Min 7/16 (iii)	<b><u>Audit Committee</u></b> The RMG to be convened asap to review the Risk Management Register and,  A report to be presented to the next Resources Committee in October 2016 on the use of subcontractors	Deputy Principal	Full Corp 13 12 16 Min 26/16.1  Resources 22 11 16 Min 34/16
11 10 16 Min 1/16	<b><u>Election of Chair</u></b> The Election process for the appointment of new Chair to commence November 2016	Clerk	Full Corp 13 12 16 Min 20/16
11 10 16 Min 10/16	<b><u>Principal's Report</u></b> (i) the Transition Board continue with the process for a two-way merger between Oldham College and Stockport College and produce a revised business plan that will be presented to the Corporation, (ii) the Transition Board continue to complete the application to the Restructure Fund by the deadline of 20 December 2016 (iii) a meeting of the Corporation is convened for November 2016 to receive the due diligence report completed by auditors BDO	Principal  Principal  Clerk	Full Corp 13 12 16 Min 36/16  Ditto  ditto
11 10 16 Min 17/16.4	<b><u>C&amp;Q Minutes 10 October 2016</u></b> To be presented to the Full Corporation on 13 December 2016	Clerk	Full Corp 13 12 16 Min 35/16.1
13 12 16 Min 35/16.5	<b><u>Curriculum and Quality Committee minutes of 29 November 2016</u></b> To be circulated to the next Full Corporation in March 2017.	Clerk	