

**OLDHAM COLLEGE
FULL CORPORATION**

Minutes of the Meeting held on Tuesday 18 December 2018

Present	Jonathan Edwards	Governor – Chair
	Riaz Ahmad	Governor
	Graham Bradbury	Staff Governor
	Megan Brown	Student Governor
	Anthony France	Governor
	Alun Francis	Principal – Governor
	Anne Gornall	Governor
	Richard Guy	Governor
	Bob Harrison	Governor
	Des Herlihy	Governor
	Mike Jackson-Leafield	Staff Governor
	Shaid Mustaq	Governor
	Nigel Newton	Governor
	Lorna Unwin	Governor
	Craig Wright	Governor (appointed 18 December 2018)
	Katrina Hann	External Member (appointed December 2018)
Officers:	Janet Frost	Clerk to the Corporation
	Allan Tyrer	Interim Director of Finance
	Debra Woodruff	Deputy Principal
Apologies:	Laura Smart	Governor
	Abdul Jabbar	Governor
	Sue Kershaw	Governor (appointed 18 December 2018)

20/18 Welcome and Introductions

The Clerk presented the recommendation from the Governance and Search Committee that Sue Kershaw be appointed as an independent member of the Corporation from 18th December 2018 for a four year term of office.

It was **RESOLVED** that members approved the appointment of Sue Kershaw as independent Board member for a four year term commencing 18 December 2018.

The Clerk presented the recommendation from the Governance and Search Committee that Craig Wright be appointed as an independent member of the Corporation from 18th December 2018 for a four year term of office.

It was **RESOLVED** that members approved the appointment of Craig Wright as independent Board member for a four year term commencing 18 December 2018.

The Clerk presented the recommendation from the Governance and Search Committee that Katrina Hann be appointed as external member for a period of one year commencing from 18 December 2018.

It was **RESOLVED** that members approved the appointment of Katrina Hann as external member for a period of one year commencing from 18 December 2018.

The Chair reported that Graham Fleming had tendered his resignation with immediate effect. On behalf of the Corporation the Chair thanked Graham for his contribution to the College and particularly to the support he had afforded to UCO.

The Chair continued and reported that due to work commitments Kashif Ashraf had also tendered his resignation with immediate effect. Kashif has been a long standing member of the Corporation and will continue to support the College in a professional capacity.

It was **RESOLVED** that members received the resignations of Kashif Ashraf and Graham Fleming.

21/18 Declaration of Conflicts of Interest

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

22/18 Apologies for Absence

Apologies of absence had been received and were accepted from Abdul Jabbar and Laura Smart.

23/18 Permission for Officers of the Organisation to be Present

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

24/18 Minutes of the Meeting held 23 October 2018

The minutes of the meeting of the Corporation held on 23 October 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 Chair as a correct record.

25/18 Matters Arising from the minutes of the 23 October 2018

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

26/18 Rolling Actions

26/18.1 Principal's Report – Min 7/18.1 23 October 2018

Opportunity Area Fund – a copy of the plan to be circulated once completed.

It was **RESOLVED** that this action was not completed

26/18.2 Draft Strategic Plan – Min 10/18 23 October 2018

Final draft to be presented to the December 2018 Corporation meeting.

It was **RESOLVED** that this action was not completed.

27/18 Students' Union Update inc. Accounts for 2017/18 (Item 7)

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

The Student Governor presented the report and highlighted key points, in summary:-

- The Student Union elections had taken place with Iqbal Ahmed appointed as President / Sabbatical Officer and Megan Brown being re-elected as Student Governor for FE. It was noted that the election for Student Governor for HE would take place in the New Year.
- The Christmas Market was planned for 19 December
- The Giving for Christmas Project had been well received by students
- The Student Union accounts as at 30th November 2018 were presented and noted by members.

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

28/18 Principal's Report (Item 8)

The Principal had previously circulated a report to members that provide an update on key areas.

The Principal drew out the key points from the report:-

- **UP Academy** – the College has developed an original academy model with Ultimate Products, an Oldham based company which designs and supplies products for supermarkets and other retailers. This is a pathfinder for the College, which could be extended to other employers.
- **Annie Kenney Statue** – Staff and students raised funds for the statue and attended the launch event on 14 December.
- **OFS Register of HE Providers** – The Principal was pleased to report that the College has been accepted onto the Office For Students register of HE providers
- **World Skills** – It was reported that the College has won an award for the most nominations for World Skills from any NW college which is excellent news
- **OfSTED outcome** – It was reported that the outcome was an excellent result for the college. The full report will be made available early January.
- **The Strategic Plan** has been redrafted and is now in a final draft form ready for circulation to stakeholders. Publication cannot happen before the FE Commissioner team visit and agree standalone status and a date is yet to be agreed for the visit.
- Reported that the College has successfully delivered its budgets for the past two years, and financial health is improving. However, there continue to be considerable cost pressures for this year and next year (due to lagged funding for 16-19 year olds) – Detailed report available at Item 10.1
- The Skills Capital Bid continues to be progressed and it was reported that the final submission date is February 2019. The estimated completion date for the build was reported as December 2020
- Noted that there continues to be discussions with the DfE regarding the lease at the UTC
- The College has submitted its objection to the Council relating to the procurement process for the Chapel Road Playing Fields. The receipt of the objection has been acknowledged, but as yet no response has been received.
- Noted that the College participates in the devolved structures for Greater Manchester through the Greater Manchester College Group and leads on Public Service Reform.

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

29/18 **Oldham College Strategic Plan 2018-2021 (Item 9)**

A copy of the draft Strategic Plan had been circulated to members prior to the meeting for consideration. The Principal advised that the plan reflected the comments received by members and the format had been reconfigured to make it more attractive. The next stage would be to consult with the colleges stakeholders, with the aim being that a collaborative approach will enable stakeholders to sign up to it. In addition a strategic away day is planned with middle managers so they also can contribute and consider how the strategy will be turned into deliverable projects.

Members discussed the document and the following points were raised:-

- L3 – there needs to be more specialist areas covered at L3 in the plan C
- Members supported the consultation approach with stakeholders and acknowledged that building partnerships was a priority for the college
- 16-18 Programmes - consider the use of terminology and take out reference to ‘competition’ and use ‘size and scale’ Q
- Members considered the use of ‘technical and professional’ and suggested that it is made clear in the plan what it meant by this
- Make it more explicit in the plan what the college delivers for the older learner.

It was **RESOLVED** that:-

- members acknowledged the progress to date in producing the draft Strategic Plan,
- members agreed that the document would be completed by the end of February 2019.

30/18 **Finance and Resources Summary Report (Item 10.1)**

A copy of the Finance and Resources Summary Report had previously been circulated to members for consideration. The Finance Director advised that the Resources Committee had received detailed papers and discussed all at length at their meeting on the 4 December 2018.

The Finance Director summarised key points from the report:-

(i) Review Financial Statement 2017/18

The draft financial statements for 2017/2018 had been prepared by the Finance Director and previously circulated to members for consideration. He advised that the draft accounts had been considered by members at the previous meeting and noted that there were no further changes to report.

(ii) Financial Results to 31 October 2018

A copy of the management accounts to 31st October 2018 had been circulated to members for consideration. It was reported that the College was on target to achieve its EBITDA.

In response to a question raised regarding the additional maths funding the college was expecting to receive it was reported that the allocation would be reflected in the January 2019 management accounts.

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(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 Finance Director and previously circulated to members for consideration and information.

Members were advised that the report provided details as at November 2018 for each loan and overdraft / cash balance. Members noted that the Resources Committee at its December 2018 meeting had considered the report in detail and recommended it for approval to the Full Corporation.

Members received the report and approved its content.

(iv) Estates Masterplan

It was reported that the Finance Director had provided a detailed presentation on the estate masterplan and construction skills centre that pictorially showed the proposal and the process that had been undertaken. Members were advised that the preferred option is a new build that is a fit for purpose building located on site with a design life of 60 years.

(v) Fees Policy

Members had considered and approved the Fees Policy for 2019/20.

(vi) Financial Regulations

Members had considered and approved the Financial Regulations as presented.

(vii) College Annual Staff Review

The Finance Director reported that the Resources Committee had received a report on the College's options and proposed actions relating to the 2018/19 staff pay review. He advised that a detailed discussion had taken place with particular focus on the implications of the budget for this year and future years. It was reported that the committee had concluded that they recommend to the Corporation a 1.5% pay-rise for all staff from the 1st January 2019, and that all staff receive a minimum pay rise of £375 per annum for those staff paid £25k or below.

It was **RESOLVED** that:-

- (i) The report as presented was noted by members including the approval of the Fees Policy 2019/20 and the Financial Regulations,
- (ii) The management accounts to 31 October 2018 were approved by members,
- (iii) Members approved the staff pay award of a 1.5% pay-rise for all staff from the 1st January 2019, and that all staff receive a minimum pay rise of £375 per annum for those staff paid £25k or below (excluding apprenticeships)

31/18 College Concessionary Bus Travel Proposal (Item 10.2)

A report had previously been circulated to members that detailed a proposal to support the introduction of concessionary bus travel for all 16-18 year olds across Greater Manchester, part funded by the FE colleges and utilising money normally spent by the colleges through bursary funds on supporting bus travel. The report described the strategic case and the key features of the proposal.

Members considered the proposal and discussed the positive and negative impact of the proposal concluding that they supported the proposal in principle subject to the ESFA confirming their agreement to the use of the funds in such a manner as described.

It was **RESOLVED** that members supported the proposal in principle subject to the ESFA confirming their agreement to the use of the funds in such a manner as described.

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32/18 Curriculum and Quality Summary Report (Item 11.1)

The Deputy Principal introduced the C&Q Summary Report that had previously been circulated to members for information. The Deputy Principal reported that the C&Q Committee had considered each of the reports in detail at the November meeting. The following key points were reported:-

(i) Safeguarding and Prevent Report including the Safeguarding Self Assessment and Prevent Action Plan had been presented to the C&Q Committee and considered in detail. Members acknowledged the work of the team and the support offered to students which in the majority of cases helped them to stay and achieve.

(ii) CIAG Strategy – The Strategy includes the College’s commitment to providing impartial information, advice and guidance on education, training and employment opportunities to prospective, current and former learners. The College believes that high quality IAG and careers education advice and guidance raises attainment and aspirations, supporting learners to achieve their potential.

(iii) The Student Behaviour Policy and Special Educational Needs and Disabilities Policy were presented for re-approval. The only changes reported to both were minor amendments.

(iv) A report detailing the **market share** of students was presented noting that the proportion of learners who are Oldham residents has increased slightly for all programmes, other than HE which has fallen by just 1% but remains above target. A member requested information on strategies that the college is adopting to increase numbers and the Principal provided details of work that is taking place with schools and the community to raise the college’s profile, particularly in light of the Ofsted outcome.

(v) The KPIs relating to quality were presented, noting the proportion of learners in a subject area with achievement at or above the national rate improved from 62% to 80% for FE, and to 88% for apprenticeship in 2017/18.

It was also reported that attendance had improved from 83% in 2017/18 to 89% in the first half term of 2018/19, the target is 90%.

The proportion of learners who were at the **expected milestone** in QR1 was 82% against a target of 90%. This is a significant improvement on the same time last year.

(vi) Learner feedback – noted that in Quarter 1, 80% of learners responded to the SPOC survey for FE. The satisfaction rates had improved from 88% to 92% for FE, and from 92% to 98% for apprentices.

(vii) Retention KPIs - Retention rates post 42 days continued to increase in 2017/18 to 93% (full year). In 2018/19 91% of learners had been retained at 42 days, which is a further 1% improvement on 2017/18.

Further reports were presented; **Faculty Scorecard for Quarter 1, Quality Review 1** report and the **At Risk on Entry Report**. Members noted the progress being achieved and supported the impact measures that were highlighted.

The **SAR** and **Quality Improvement Plan** was presented and it was noted that the report had been updated to reflect the outcomes at the end of Quarter 1.

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The Chair thanked the Deputy Principal for her report.

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

33/18 TEF Provider Submission (Item 11.2)

A copy of the final draft of the TEF Provider Submission was circulated to members prior to the meeting for their consideration and comment. The Deputy Principal advised that the submission is structure around three main criteria as set out by the framework; Teaching Quality, Learning Environment and Student Outcomes.

Members considered the report and approved its submission on the 17 January 2019.

It was **RESOLVED** that members approved the submission of the report by the deadline date of 17 January 2019.

34/18 Partnership Agreements and Contracts (Item 11.3)

A report detailing the collaborative partnership agreements in place for UCO for 2018/19 had been presented to members prior to the meeting for their consideration.

The Deputy Principal reported that the agreements outline the terms within which partner universities and the college work together.

Members noted the report.

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

35/18 OfS Assurance Statement (Chair's Action) Item 11.4

The Deputy Principal reported that at the Curriculum and Quality Committee on 27 November 2018 members had received and considered the OfS Annual Assurance Statement and confirmed their approval that the Corporation had received the relevant reports throughout the 2017/18 academic year that provided assurance regarding the quality of the HE provision.

It was reported the Chair had confirmed his approval for the signature and submission of the statement to ensure the deadline to the OfS was achieved.

It was **RESOLVED** that members received the report, noted the content of the assurance statement and the evidence provided from the UCO's own periodic review process.

36/18 Audit Summary Report (Item 12)

A copy of the Audit Summary Report had been prepared by the Finance Director and previously circulated to members for consideration and information. The Finance Director reported that each of the reports had been scrutinised at the Audit Committee held at the meeting held prior to the Corporation meeting and were presented for final approval.

Financial Statements for 2017/18 inc. Audit Findings for the Year Ending 31 July 2018 –

The Finance Director had circulated the financial statements for the year ended 31 July 2018. He reminded members that the accounts had been considered in detail at the October 2018 Board meeting. Members were advised that the financial statements had been audited by Grant Thornton as the College's external auditors.

The Finance Director explained the process and confirmed that there were a number of documents that required approval to complete the audit process and a copy of each of the documents had been circulated in advance of the meeting for consideration by members. The reports for approval included; Financial Accounts to 31st July 2018, Grant Thornton Audit Findings Report and Audit Committee Annual Report to the Corporation.

Members considered the documents and noted that the External Audit opinion would be unmodified and following a minor amendment to the Audit Committee Annual Report to the Corporation all documents were approved by the Corporation.

It was **RESOLVED** that:-

- (i) the Financial Accounts to 31st July 2018 were approved by the Corporation and the Chair and Principal were authorised to sign the Financial Statements for the Year Ended 31 July 2018 and the letter of representation on the Board's behalf,

(ii) the Audit Committee Annual Report to the Corporation were approved by the Board.

37/18 Governance and Search Committee Summary Report (Item 13)

A copy of the Governance and Search Summary Report had been previously circulated to members for consideration. The Clerk advised of the changes in membership since the previous meeting (approvals received at the start of the meeting) and noted the revised committee structure for 2018/19.

Members received the KPI report and attendance report for 2017/18 noting that the total average attendance for all Corporation and committee meetings was 82% (76% in 2016/17). Members agreed that this showed excellent commitment to governance at the college.

The Clerk advised that English Code of Good Governance had been reviewed and the committee had considered its performance against the agreed criteria noting that progress had been achieved implementing actions to ensure good governance.

It was reported that the Standing Orders had also been reviewed and were presented to governors for approval.

It was **RESOLVED** that:-

- (i) members noted the revised committee structure,
- (ii) members received and approved the Standing Orders as presented.

38/18 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.

39/18 Minutes and Reports from meetings:-

39/18.1 Curriculum and Quality Committee 27 November 2018 (Item 15.1)

The Chair reported that the minutes of the meeting of the C&Q Committee held on 27 November 2018 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.

39/18.2 Governance and Search Committee 27 November 2018 (Item 15.2)

It was reported that the minutes of the Governance and Search Committee held on 27 November 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

40/18 Workplan Deviation Report (Item 16)

The Workplan for 2018/19 including changes to the reporting sequence for the current meeting was presented to members for consideration.

Members noted the report.

It was **RESOLVED** that noted the Workplan as presented.

41/18 Dates of Future Meeting

Monday 18 December 2017

Tuesday 27 March 2018

Tuesday 3 July 2018

6.30pm - Staff and Student Members and Officers retired from the meeting to allow a confidential item to be considered.

**42/18 Confidential Item
Remuneration Committee – 23 October 2018**

Members considered the minutes of the Remuneration Committee held on the 23 October 2018. The Chair summarised the key discussion points and recommendations that had taken place at the meeting. He advised that committee had considered the KPIs of each SPH and the appraisal and salary considerations of the Principal, review of senior post holders and the review of the Clerk to the Corporation’s appraisal and contract.

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

Meeting finished at 7.00pm

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

**Full Corporation 18 December 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:
27 03 18 Min 59/17 03 07 18 Min 72/17.1 23 10 18 Min 7/18.1 18 12 18 Min 26/18.1	Principal’s Report Opportunity Area Fund – a copy of the plan to be circulated once completed	Deputy Principal	
23 10 18 Min 10/18 18 12 18 Min 26/18.2 & 29/18	Draft Strategic Plan Final draft to be made available by the end of February 2019.	Principal	