

**OLDHAM COLLEGE
FULL CORPORATION**

Minutes of the Meeting held on Tuesday 23 October 2018

Present	Jonathan Edwards	Governor – Chair
	Kashif Ashraf	Governor
	Graham Bradbury	Staff Governor
	Megan Brown	Student Governor
	Graham Fleming	External Member
	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
	Laura Smart	Governor
	Lorna Unwin	External Member
Officers:	Janet Frost	Clerk to the Corporation
	Allan Tyrer	Interim Director of Finance
	Debra Woodruff	Deputy Principal
Apologies:	Riaz Ahmad	Governor
	Abdul Jabbar	Governor

1/18 Welcome and Introductions

The Clerk reported that Graham Bradbury had been elected for a second term of office as Support Staff Governor. Graham's term will run from October 2018 to September 2022. It was **RESOLVED** that members approved the appointment.

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

2/18 Declaration of Conflicts of Interest

Declarations of interest were made by Shaid Mushtaq should any discussion in the meeting relate to his area of work.

3/18 Apologies for Absence

Apologies of absence had been received and were accepted from Abdul Jabbar and Riaz Ahmad.

4/18 Permission for Officers of the Organisation to be Present

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

5/18 Minutes of the Meeting held 3 July 2018

The minutes of the meeting of the Corporation held on 3 July 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.

6/18 Matters Arising from the minutes of the 3 July 2018

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

7/18 Rolling Actions**7/18.1 Principal's Report – Min 72/17.1 3 July 2018**

Opportunity Area Fund – a copy of the plan to be circulated once completed.
It was **RESOLVED** that this action was not completed

7/18.2 People Strategy – Min 72/17.2 3 July 2018

The final version of the People Strategy be presented at the next meeting
It was **RESOLVED** that this action was not completed

7/18.3 Integrated Delivery Plan – Min 72/17.3 3 July 2018

Agreed the final version of the Integrated Plan be sent to the Chair for final approval
It was **RESOLVED** that this action was not completed

8/18 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 advising that Fresher's Week had been very successful with new and returning students participating in the events and the Student Union elections were currently taking place with the results being announced on 7th November 2018.

The accounts as at 31st July were presented and members noted the increase in income from the sale of NUS cards.

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

9/17 Principal's Report (Item 8)

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

- (i) The College has been selected to deliver the **Taking Teaching Further programme**, which the government is funding, to train people from industry to teach in FE
- (ii) Students attended the "**Love our Colleges**" rally in London on 17 September, and met Debbie Abrahams. This was part of a national event organised by the AOC to address underfunding in FE.
- (iii) The Principal was pleased to report that Oldham College has the highest number of registrations in the **North West for World Skills**. A member observed that this is an opportunity for students to showcase their work adding that there is real payoff for both staff and students that participate in such events.
- (iv) The results for **Teacher Education at UCO** are outstanding (95% success rate). The Principal advised that this is a consortium delivery partnership led by the University of Huddersfield, which is nationally recognised in the field and the College provision is the best in the consortium.
- (v) A new "**academy**" with **Ultimate Products** is being launched, which is an Oldham based company supplying household goods to most major suppliers.
- (vi) Reported that there has been excellent activity in the College's **SEND provision**, with a new handbook for Additional Learner Support and an event hosted for the National Children's Deaf Society Roadshow on 18 October.
The SEND Link Governor reported that she would be attending a professional exchange with the ALS and SEND team on 24 October 2018 at the College.
- (vii) **Finance and Recruitment** – reported that the College had delivered its budget for 2017-18. The Principal informed members that the College had received notice from the ESFA that the formal

notice in relation to financial performance has been removed. Members were pleased to receive a copy of the letter confirming this.

- (viii) **Estates** – A great deal of work has been carried out on campus over the summer with further work to take place in the Student Quarter to create two new spaces for lectures and talks by external visitors. C

A governor asked if all the works had been budgeted for, and the Finance Director reported on the programme of works and the budgets associated with the work.

- (ix) **UTC** – The Principal informed members that DfE are currently drafting the lease for the UTC. He informed members that there has been a series of problems related to the UTC including; reduction in college car parking spaces, the school closing on 19 October and the College not being advised resulting in cancelled classes and limitations on the use of the ground floor. In discussion a number of questions were raised including the date for the College to take over the building and alternative car parking. In response the Principal reported that the College will occupy the building from September 2020 subject to the new school being complete. Car parking is limited in the area and whilst alternatives have been considered none have been identified as yet. Q

- (x) **Chapel Road All Weather Pitch** – The Principal informed members that the College bid in partnership with Manchester City Football in the Community Scheme and Oldham Athletic for the Chapel Road All Weather Pitch had not been successful, with the scheme awarded to Oldham Sixth Form College. Members discussed the position and agreed that a meeting be convened with Oldham Council to share the Strategic Plan, the vision and the priorities for the college and to communicate the way in which the bid had been produced to ensure maximum benefit for the town.

- (xi) Reported that there will be a **FEC visit** on 6th November 2018.

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

10/18 **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 commentary received from members at the Strategic Away Day in the summer and the consultation that had taken place with all staff.

In discussion members agreed that the Integrated Plan would provide the framework for members to monitor the delivery and achievement to ensure the strategy is on course to deliver the vision.

It was reported that the Strategic Plan would focus on three areas; Construction, Health and Social Care and Digital, advising that consideration had been given to the local and national skills strategies and the good internal progression routes for each of these.

In discussion a member asked if there is overlap with local colleges with the areas of focus and it was reported that the subject areas had been chosen with the progression routes in mind and the particular alignment of these subject areas to UCO. Members welcomed the approach and it was observed that the ability for a student to progress from Entry level/L1 to L5/6 is excellent for the local community. Q

With reference to the draft plan, members made the following observations:-

- The branding of the college should reflect the offer available to students and describe the route to higher skills via non degree paths C
- Acknowledged that within the town the provision of UCO is highly valued
- Ensure the plan refers to aspirational delivery, fulfilling potential and a progression focussed college

A member reflected on his recent visit to the ESOL Faculty where he had seen first-hand the progression of students that had arrived at the college to study at Entry Level and had continued with their studies to achieve L3 qualifications, adding that this has enabled these students to earn salaries far higher than they had first thought possible. It is important that the Strategic Plan can describe the technical and vocational offer and the value of it.

The Student Governor reflected that the plan, as well as describing the technical and vocational pathways available at the college, should be balanced with the pathways to university.

It was **RESOLVED** that:-

- (i) members acknowledged the progress to date in producing the draft Strategic Plan and agreed to forward comments following the meeting,
- (ii) members agreed that the final draft would be presented to the December 2018 Corporation meeting.

11/18 **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 Finance Director advised that the Resources Committee had received detailed papers and discussed all at length at their meeting on the 2 October 2018.

The Finance Director summarised key points from the report:-

(i) Financial Results to 31 July 2018

A copy of the management accounts to 31st July 2018 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'. It was noted that the accounts had received a clean audit with no changes requested.

(ii) ESFA Two Year Plan

The Finance Director 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. In discussion the following points were raised:-

- How will lagged funding affect the budget in 2019/20? The figures are not yet confirmed, however it is anticipated that the funding will be lower. With regards to vocational numbers, it was reported that the numbers will be broadly the same as last year, with the numbers being lower in ESOL and Skills and Employability. **Q**
- Do we know the reasons for lower numbers in these areas? The Right Learner Right Start process has identified those students whose poor behaviour will not be tolerated by the College and therefore have not been re-enrolled for this year. This has impacted on the numbers. The Principal advised that the improvement in overall behaviour in the College can be clearly seen and this was supported by the staff governor and student governor. **Q**
- What assurance can be given that the College is on target to achieve the FE benchmarks? The plan has targeted limited income growth in a number of areas. Pay and non-pay efficiencies in delivery and service areas have been reviewed and with the ongoing robust business plan processes this will create budgets which generate sufficient cash to cover loan commitments, refresh essential equipment and also return the College to 'good' financial health by July 2018/19. **C**
- Which area of the plan is the most challenging to achieve? The salary budget provides the most challenge and scrutiny of each vacancy is considered before a decision to appoint is made. **Q**

(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 31 July 2018 for each loan and overdraft / cash balance. Members noted that the Resources Committee at its October 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) Risk Management

The Finance Director 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. It was also reported that each faculty and service area had produced Risk Registers that were reviewed by the Risk Management Group. Members noted the report.

(v) Equality and Diversity Annual Report 2017/18

The Equality and Diversity Report for 2017/18 had been previously circulated to members for consideration and information.

Members noted the report.

(vi) 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 2018 were approved by members,
- (iii) The two year Financial Plan 2018-2020 was received by members and its contents approved
- (iv) The Equality and Diversity Annual Report for 2017/18 was received by members.

12/18 12/18.1 Health and Safety Annual Report 2017/18 (Item 11.1)

The Health and Safety Annual Report for 2017/18 had been prepared by the Finance Director and previously circulated to members for consideration and information.

The Finance Director summarised the key points noting that there had been two major audits carried out in 2017/18 and all recommendations from these had been included in the 2018/19 Quality Improvement Plan.

Members reviewed the action plan and noted the progress being achieved to implement the actions.

It was **RESOLVED** that member's received the report.

12/18.2 Health and Safety Policy (Item 11.2)

A copy of the Health and Safety Policy had previously been circulated to members for consideration.

The Finance Director reported there were only minor changes to the previous version and these related to changes in staffing.

It was **RESOLVED** that members approved the policy as presented.

13/18 Curriculum and Quality Summary Report (Item 12)

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

- (i) **Safeguarding and Prevent Annual Report** had been presented to the C&Q Committee and considered in detail. A copy of the report was provide to the Corporation and members acknowledged the work of the team and the support offered to students which in the majority of cases helps them to stay and achieve.
- (ii) **Curriculum Plan** including headline achievement report was provided to members for consideration. The report gave an overview of achievement by programme, sector subject area and age and provided comparisons with previous years and with national comparators. It was reported that the data showed an improved journey since 2015/16.

Programme Type	2015/16	2016/17	2017/18	National 16/17
16-18 Study Programme	80%	82%	83.9%	81.5%
Adult Programmes	81%	84.4%	87.5%	86.9%
All	80%	82.8%	85.2%	84.4%
Apprenticeship	69.5%	73%	74%	67.7%
Apprenticeship Timely	46.9%	59%	67%	59%

A governor asked what measures are in place to move the college to outstanding, and in response the Principal reported that all staff are working towards a consistent approach and whilst consistency can be seen in the majority of areas this continues to be the focus. **C**

A member asked how SLT will ensure that there is no slippage back to RI and in response members were advised that whilst all staff deliver to a clear strategy, there are rigorous systems and processes in place to identify issues. In addition ongoing CPD is focussed on improving quality.

- (iii) Members reviewed the final **2017/18 Self-Assessment Report (SAR) and Quality Improvement Plan (QIP)** which had been presented to the C&Q Committee for validation and approval of the key judgements and proposed grades. It was reported that the Ofsted Support and Challenge HMI had following their latest meeting agreed the key judgements and grades and this had also been supported by the College Improvement Partner.

Members reviewed the SAR, the Ofsted Support and Challenge letter and the external view of the College's quality improvement partner and confirmed their approval of the SAR judgements as reported.

- (iv) **Higher Education Higher Skills** – The Deputy Principal provided an update on the HE provision reporting on the changes to the **Curriculum Plan** and presenting the annual reports for each of its committees.

A report detailing the outcome of the **NSS and DHLE** was presented, and members were pleased to note the improved satisfaction rate (up 5% on 2017 to 87.07%) and the increase in the number of graduates moving into graduate jobs.

It was reported that the number of students currently **enrolled** is 592, (516 full time against a target of 566 and 76 part time against a target of 80), and there are still a small number of students yet to enrol.

Members were provided with an update on the **OfS registration process** and were advised that regular reports will be presented to the C&Q Committee and Full Corporation on OfS requirements.

Members thanked the Deputy Principal for a detailed 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) Approved the SAR and QIP for 2018/19,
- (iii) Received the HE Curriculum and Quality Summary Report as presented
- (iv) Received and approved the Safeguarding Annual Report for 2017/18

14/18 Parental/Carer Engagement Strategy (Item 13)

A copy of the Parental/Carer Engagement Strategy had previously been circulated to members for consideration and comment.

The Deputy Principal informed members of the wider approach the College was taking to personal development, behaviour and welfare which had resulted in the Engagement Strategy.

A member asked what plans the College had for engagement and the Deputy Principal responded that the Integrated Student Support Team were considering different ways in which parents/carers could help with the 16-18 study programmes. **Q**

Members supported the approach.

It was **RESOLVED** that members approved the Parental/Carer Engagement Strategy as reported.

15/18 Governance Performance Indicators 2018/19 (Item 14)

A copy of the Governance Pl's updated since the previous meeting was provided for information. Members noted the report. It was **RESOLVED** that members received the report as presented.

16/18 Minutes and Reports from meetings:-

16/18.1 Resources Committee 3 October 2017 (Item 15.1)

It was reported that the minutes of the Resources Committee held on 2 October 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

16/18.2 Curriculum and Quality Committee 10 October 2018 (Item 15.2)

The Chair reported that the minutes of the meeting of the C&Q Committee held on 10 October 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.

17/18 Use of College Seal (Item 16)

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

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

18/18 Workplan Deviation Report (Item 17)

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.

19/18 Dates of Future Meeting

Monday 18 December 2017

Tuesday 27 March 2018

Tuesday 3 July 2018

Meeting finished at 6.50pm

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

**Full Corporation 23 October 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	<u>Principal's Report</u> Opportunity Area Fund – a copy of the plan to be circulated once completed	Deputy Principal	
03 07 18 Min 77/17 23 10 18 Min 7/18.2	<u>People Strategy</u> The final version of the People Strategy be presented at the next meeting	Principal	
03 07 18 Min 78/17 23 10 18 Min 7/18.3	<u>Integrated Delivery Plan</u> Agreed the final version of the Integrated Plan be sent to the Chair for final approval	Principal	
23 10 18 Min 10/18	<u>Draft Strategic Plan</u> Final draft to be presented to the December 2018 Corporation meeting.	Principal	